



Final Cut Server

Setup Guide



Apple Inc.

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Apple

1 Infinite Loop
Cupertino, CA 95014
408-996-1010
www.apple.com

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Welcome to Final Cut Server

1

Final Cut Server is extremely flexible and configurable. It is also designed to become fully functional quickly, allowing you to expand its capabilities as your needs grow.

This booklet provides instructions for installing and setting up Final Cut Server.

About Final Cut Server

Final Cut Server is powerful media asset management and workflow automation software. Final Cut Server makes it easy to manage large collections of media files. Its capabilities also extend to tracking job status, orchestrating reviews and approvals, and automating complex sequences of tasks—all in a single product designed to work with Final Cut Pro.

Installing Final Cut Server also installs Compressor. This powerful transcoding application provides Final Cut Server with a large variety of preconfigured transcode settings that you can use when uploading or copying media files to Final Cut Server devices. You can also create custom settings in Compressor that you can add to the Final Cut Server transcode settings list.

About the Final Cut Server Documentation

Final Cut Server comes with various documentation that will help you get started as well as provide detailed information about the application.

- *Final Cut Server Setup Guide*: This printed document provided in the Final Cut Server box describes how to install and configure Final Cut Server.
 - *Final Cut Server User Manual*: The user manual describes how to use the Final Cut Server client for the day-to-day use of the system, such as browsing assets, managing jobs, and managing productions.
 - *Final Cut Server Administrator Guide*: The administrator guide describes how to administer most components of the Final Cut Server system. It does not describe day-to-day use of the system, such as browsing assets and managing jobs, productions, and orders, which are described in the *Final Cut Server User Manual*.
- Important:** An understanding of the material in the *Final Cut Server User Manual* is assumed in the *Final Cut Server Administrator Guide*.

Additional Resources

Along with the documentation that comes with Final Cut Server, there are a variety of other resources you can use to find out more about Final Cut Server.

Final Cut Server Website

For general information and updates, as well as the latest news on Final Cut Server, go to:

- <http://www.apple.com/finalcutserver>

Apple Service and Support Websites

For software updates and answers to the most frequently asked questions for all Apple products, go to the general Apple Support web page. You'll also have access to product specifications, reference documentation, and Apple and third-party product technical articles.

- <http://www.apple.com/support>

For software updates, documentation, discussion forums, and answers to the most frequently asked questions for Final Cut Server, go to:

- <http://www.apple.com/support/finalcutserver>

For discussion forums for all Apple products from around the world, where you can search for an answer, post your question, or answer other users' questions, go to:

- <http://discussions.apple.com>

About Building a Final Cut Server System

2

This chapter provides a general overview of the pieces you need to install and configure to build your Final Cut Server system.

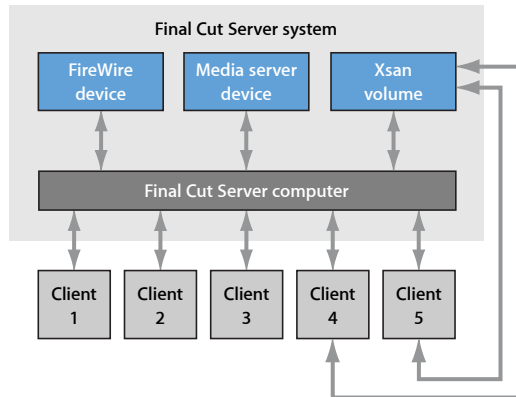
Specific details about many of the topics in this chapter can be found in the *Final Cut Server Administrator Guide*.

About Servers and Clients

Final Cut Server is based on a client/server model. This allows many people using Final Cut Server clients to simultaneously access the Final Cut Server catalog (which contains all media files and information about the assets and productions Final Cut Server is managing). Clients can lock and check out assets used in productions (which are collections of assets and Final Cut Pro projects), preventing others from making unexpected changes.

The computer used as the server for Final Cut Server can be used to store your assets and productions, or it can be connected to a variety of external devices that contain the assets, such as media servers or an Apple Xsan volume.

The following illustration shows one way you can set up Final Cut Server.



Clients 1, 2, and 3 do not have direct access to the Xsan volume and must access the Xsan indirectly through Final Cut Server.

Clients 4 and 5 do have direct access and can take advantage of edit-in-place performance improvements.

Because the Final Cut Server client is a Java-based application, the client computers can include a wide variety of types. Also, depending on what the user needs to do with the client (for example, using Final Cut Studio with a direct connection to an Xsan or only using the client to review assets), the client computers do not have to be as powerful as the server computer.

Building a Final Cut Server System

A Final Cut Server system requires a Mac computer with Mac OS X or Mac OS X Server installed. For detailed information about system requirements, see the *Before You Install Final Cut Server* document, located on the Final Cut Server installation disc.

For the best performance, the computer used as the server should not be used for other duties. Managing assets, particularly transcoding the assets and creating the proxy files (low-resolution versions of the original asset), can require significant computer resources. You can, however, use the server computer for other tasks, including using the Final Cut Studio applications, if needed. You just need to keep in mind that the computer's performance is affected by any Final Cut Server activity.

Additionally, you may find that configuring Spotlight to avoid searching the folders you are using as devices can improve your performance. This is especially true for the Proxies and Edit Proxies devices, which can have a lot of activity, causing Spotlight to spend a lot of time trying to keep up with the changes. You can use the Spotlight pane in System Preferences to identify which folders and volumes to make private.

The media that Final Cut Server manages requires access to a large amount of storage space. You can use the computer's internal and external drives as well as many supported network devices and file formats for this purpose. Larger facilities may use an Apple Xsan storage area network (SAN) for asset and production storage.

Storage Device Strategy

Before you install Final Cut Server, you need to decide how you want to store your media.

About Devices

Final Cut Server uses the term *devices* to refer to media storage locations that you configure Final Cut Server to use. Devices can be folders on the computer's boot hard disk, a second hard disk, a FireWire drive, or on a network-connected volume.

When you install Final Cut Server, several default devices are created. When the installer finishes, you can also configure other devices. These can include existing folders on volumes that already contain media that you would like to include in the Final Cut Server catalog. Using Device Setup Assistant, you can configure a scan automation that will add a device's existing media to the Final Cut Server catalog.

One thing to keep in mind is that using separate hard disks for some devices can be more efficient. For example, when you upload assets to the catalog, a variety of proxy files are created and placed in the Proxies device that the installer created. Having the Proxies device on a different physical hard disk than the device the asset is stored on (not just on a different partition on the same hard disk) can make the proxy transcoding process more efficient. One hard disk can focus on reading the asset and the other can focus on writing the proxy (as opposed to the same hard disk jumping back and forth between reading and writing).

About RAIDs and SANs

Although Final Cut Server can use a wide variety of local and network volumes as devices for storing and working with your media, a couple of storage solutions work particularly well with Final Cut Server.

A Redundant Array of Independent Disks (RAID) can have some advantages:

- *Increased performance:* One of the primary limiting factors in transferring large media files is the hard disk's input/output speed. By splitting the data among several hard disks, you can reduce the impact of this limitation.
- *Increased reliability:* Hard disks have the potential to fail at any time. RAID's can be configured to supply protection against a hard disk failure, making it possible to recover the media lost when a hard disk fails.

Having a fast reliable RAID connected directly to the Final Cut Server computer allows that computer to take advantage of the RAID's performance. This does not benefit the Final Cut Server clients, however, which must still get the video data over an Ethernet cable. This is where a SAN can help.

A storage area network (SAN) allows multiple computers to connect to a storage device as if it was a locally connected device. This allows you to use the media on the storage device (typically a RAID) exactly as if it was on a local hard disk.

Final Cut Server includes the ability to configure a storage device that is part of a SAN as an edit-in-place device. Clients that are directly connected to edit-in-place devices have the advantage of direct access to the device's media—the clients do not need to cache a local copy of an asset before being able to use it in a Final Cut Pro project. This can be a huge advantage when working with large video files.

SAN-connected devices are not the only ones that can be configured as edit-in-place devices. However, they are the most common types of devices that can support the high performance required.

Apple has available a set of products that can be easily configured to provide these features. These products include Xserve, Xserve RAID, and Xsan. For more information, see <http://www.apple.com/xserve> and <http://www.apple.com/xsan>.

Configuring Final Cut Server

An administrator must configure a variety of settings in Final Cut Server before the system can be used. Additionally, other settings need to be changed as additional users, resources, and productions are added to your workflow. There are numerous settings to configure, including System Preferences, devices, metadata, and automations.

Note: For more information about any of these topics, see the *Final Cut Server Administrator Guide*.

- *Managing users and groups:* Final Cut Server can use either local users and groups or groups based on Mac OS X Open Directory or Windows Server Active Directory to validate users. You use either the Accounts pane in System Preferences or the Mac OS X Server Workgroup Manager to add users and groups to the computer. You then import the groups into Final Cut Server, applying a suitable permission set to each group to define its level of access to the Final Cut Server catalog.
- *Managing devices:* Final Cut Server uses devices to store all the assets and productions in its catalog. Devices can be as simple as folders on the computer's internal hard disk or they can be from a wide variety of networked computers.

- *Managing metadata and metadata sets:* A very powerful feature of Final Cut Server is its ability to use metadata to help manage a large collection of assets and productions. You can work with default metadata formats as well as add custom fields and create custom groups of metadata fields.
- *Managing watch and respond behaviors:* Final Cut Server includes a variety of features that help automate your workflow. These include the ability to set up watch folders that have their contents automatically added to the catalog. Final Cut Server also includes scheduling, subscription, and response features.

You use four main areas to administer your Final Cut Server system. The one you use depends on what you need to change. In some cases, you can perform the same administration task using more than one area.

- *Accounts pane of System Preferences:* When running Final Cut Server on Mac OS X or Mac OS X Server, you can use the user and group settings that you configure here.
- *Mac OS X Server Workgroup Manager:* When running Final Cut Server on Mac OS X Server, you can use the user and group settings that you configure here.
- *Final Cut Server System Preferences:* These panes allow you to configure the most common Final Cut Server settings. These panes also include several setup assistants that make it easy to add devices and automation.
- *Final Cut Server Administration window:* This window, accessible from a Final Cut Server client when you are logged in as an administrator, contains extremely detailed settings and configurations covering all aspects of Final Cut Server. You should need to access this window only for your more complex configurations.

This chapter explains how to prepare for and run the Final Cut Server Installer.

It also gives an overview of how to configure Final Cut Server and explains how Final Cut Server uses Compressor.

An Overview of the Installation and Setup Process

Before you use the Final Cut Server Installer, be sure to familiarize yourself with the application's system requirements. You can read about them in the *Before You Install Final Cut Server* document, located on the Final Cut Server installation disc.

In general, you should install and set up Final Cut Server in the following order:

Stage 1: **Install and Register Final Cut Server**

This installs Final Cut Server on your system. It also configures Final Cut Server to match the customer profile you select. This profile customizes the installation so that Final Cut Server automatically includes the items best suited to your workflow needs and leaves out those that are not necessary.

During the installation process, you must select a customer profile that best describes your intended use of Final Cut Server. The five profiles are: Television Station, Video Production, Film Post Production, Education, and Other. These customer profiles are intended to customize your Final Cut Server installation by adding items (metadata sets, permission sets, and automations) you are most likely to need and eliminating those you won't.

Important: You cannot later select a different profile; however, you can manually customize Final Cut Server, when the installation finishes, to contain any specialized settings you need.

After completing the installation process, you should register Final Cut Server. Instructions for registering Final Cut Server are provided after the installation instructions.

Stage 2: Configuring System Preferences

When the Final Cut Server Installer has finished, you can configure the Final Cut Server System Preferences panes. These panes include a variety of settings, including settings for permissions, devices, and automations. For details, see Chapter 4.

Stage 3: Adding Users and Groups

Final Cut Server uses the user and group accounts you configure in the Accounts pane of System Preferences or in the Mac OS X Server Workgroup Manager. You also assign each group a permission set. By creating groups of users and applying different permission sets to each group, you can control the level of access for the users. For details, see Chapter 5.

Stage 4: Adding Additional Devices and Automations

Final Cut Server sets up several devices and automations by default. You can add additional devices and automations to your system. For details about devices, see Chapter 6; for details about automations, see Chapter 7.

Stage 5: Optionally Creating a Final Cut Server-Specific QuickCluster in Compressor

Final Cut Server relies on Compressor for most of its transcoding needs, and the Final Cut Server installer installs Final Cut Server, Compressor, and Apple Qmaster on the computer. During the installation, Compressor is configured to use the This Computer cluster by default. You may want to create a QuickCluster specific to Final Cut Server. You can find information about the This Computer cluster and instructions for creating a Final Cut Server-specific QuickCluster at the end of this chapter.

Stage 6: Installing Final Cut Server Clients on Other Computers

After you have configured Final Cut Server System Preferences and added users and groups, you are ready to install the Final Cut Server client software on your users' computers. You install the client across a network connection. For details, see Chapter 8.

Updating Mac OS X and Mac OS X Server

Before you install Final Cut Server, you must make sure you have the latest versions of Mac OS X or Mac OS X Server and QuickTime installed.

To update Mac OS X Server or Mac OS X Server and QuickTime:

- 1 Choose Apple menu > Software Update.

A dialog appears showing new or updated software available for your computer.

- 2 Follow the onscreen instructions to update Mac OS X or Mac OS X Server and QuickTime to the latest versions.

Did You Upgrade Your Computer from Tiger Server to Leopard Server?

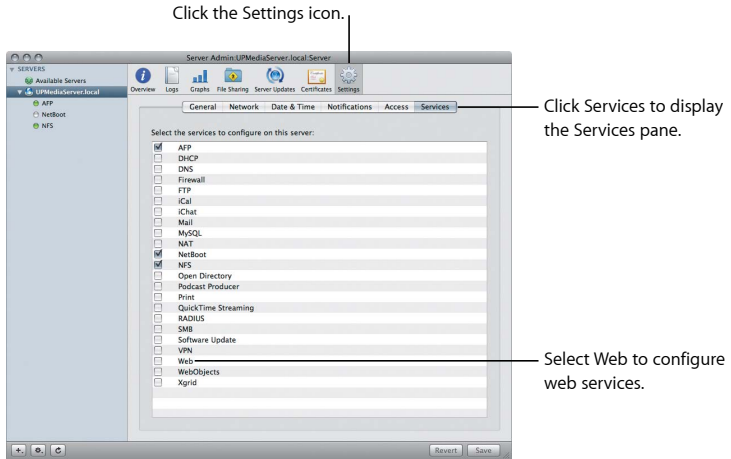
When you upgrade a computer from Tiger Server to Leopard Server, Apache is not upgraded automatically. You can verify its version and manually upgrade it if needed.

Important: You must have Apache version 2.2 installed on a computer using Leopard Server before installing Final Cut Server. If not, you will not be able to install any Final Cut Server clients.

If you are installing Final Cut Server onto a non-server version of Leopard, you can skip this section.

To verify and upgrade Apache on a Leopard Server computer:

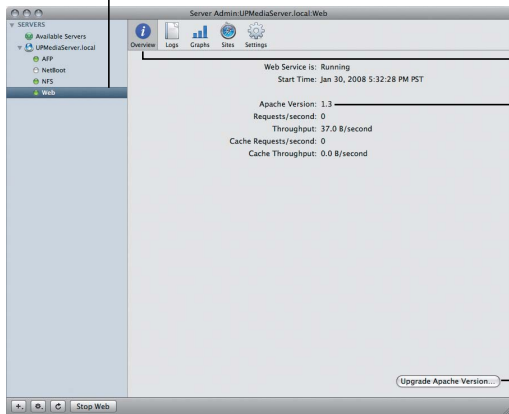
- 1 Open the Server Admin application.
- 2 Click the disclosure triangle next to the computer's name.
- 3 If Web is not shown on the left side of the window, click the Settings icon, open the Services pane, and select the Web item.



The Web item appears on the left side of the window.

4 Select the Web item, then click the Overview icon.

First click Web to configure the web service settings.



Then click the Overview icon.

Verify the Apache version. It should be version 2.2.

Click Upgrade Apache Version if your current version is 1.3.

The version of Apache is listed.

5 Check the version of Apache shown and do one of the following:

- If it is version 1.3, you need to upgrade it by clicking the Upgrade Apache Version button.
- If it is 2.2, you can proceed with installing Final Cut Server.

Using the Final Cut Server Installer

You must install Final Cut Server directly on the computer you are using as its server. You cannot remotely install the application onto a different computer.

Before you can install the software, you need to log in to your computer with a computer administrator account, using an administrator password. See Mac Help for more information.

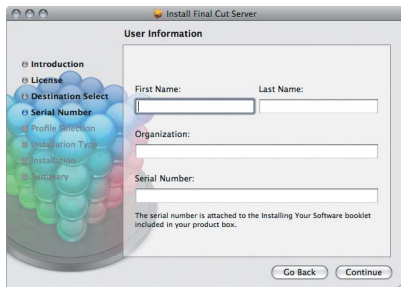
Important: Do not remove the administrator's user account that you use to install Final Cut Server from the server computer. Final Cut Server requires this account to continue to be available on the computer. To reduce the chances of this user account being deleted (for example, due to personnel changes), you can create a local special user account that has administration privileges to use when installing Final Cut Server.

The Final Cut Server Installer enables the computer's web services and web sharing (when installing on Mac OS X Server), including enabling PHP, if they are not already enabled.

To install Final Cut Server:

- 1 Insert the Final Cut Server installation disc into your computer's DVD drive.
- 2 Double-click the Install Final Cut Server icon, then follow the onscreen instructions.
- 3 The installer performs a system requirements check to determine if Final Cut Server can be installed. Click Continue.
- 4 Read the Welcome information, then click Continue.
- 5 Read the Software License Agreement, click Continue, then (if you agree) click Agree.
- 6 Select the startup disk, then click Continue.

- 7 In the User Information pane, enter the following information, then click Continue when finished:



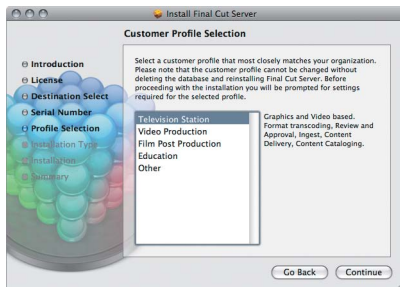
- a Enter your first and last name. Entering an organization is optional.
- b In the Serial Number field, enter the Final Cut Server serial number from the Software Serial Number label on the back of this guide.

Following are some tips for entering your serial number correctly:

- Make sure you enter the software serial number, not the Support ID number.
- Make sure you enter a zero and not an O, a 1 and not a lowercase L, where appropriate.
- Include dashes in the serial number.
- Don't enter spaces before or after the serial number.
- Verify that you have typed the serial number correctly.

Important: After three incorrect serial number entries, the Installer quits. To begin the installation process again, return to step 2.

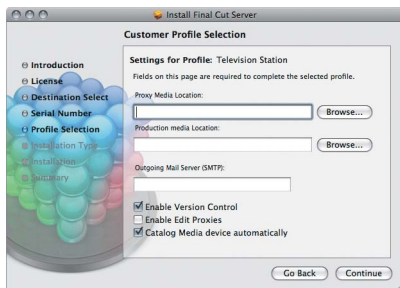
- 8 In the Customer Profile Selection pane that appears, select one of the customer profiles, then click Continue when finished.



Following is a list of the five customer profiles to choose from, including a list of the production metadata sets used by each:

- *Television Station*: This profile is graphics and video based. It includes provisions for format transcoding, review and approval, content delivery, and content cataloging. The Television Station profile uses the Show, Promotion, Commercial, and Package production metadata sets.
- *Video Production*: This profile is video based. It includes provisions for asset creation, review and approval, application integration, content cataloging, and archiving. The Video Production customer profile uses the Show and Package production metadata sets.

- *Film Post Production*: This profile is video and still sequence based. It includes provisions for asset creation, production creation, application integration, review and approval, still sequence conversion, and content cataloging. The Film Post Production customer profile uses the Trailer and Package production metadata sets.
 - *Education*: This profile is video based. It includes provisions for asset creation, production creation, application integration, review and approval (assessment), still sequence conversion, archiving, offlining, and content cataloging. The Education customer profile uses the Commercial and Package production metadata sets.
 - *Other*: This profile is for general cataloging. It includes provisions for asset creation, production creation, and application integration. The Other customer profile uses the Article, Commercial, and Package production metadata sets.
- 9 In the Settings for Profile pane that appears, enter the following information, then click Continue when finished.



- *Proxy Media Location:* Enter the location to store the proxy files created for the media assets. Keep in mind that you cannot easily change the proxy and production media locations later. Although the proxy files are generally much smaller than the original media files, this location contains the proxy files from all devices. Be sure to choose a location with plenty of hard disk space.
- *Production media Location:* Enter a location to store your production media. Keep in mind that you cannot easily change the proxy and production media locations later. The production media location can be a folder on this computer or a networked device, such as an Xsan or Xserve RAID. You can add more locations for the storage of media after the installer has finished.

The installer creates the following devices based on this location: Library, Watchers, Media, Edit Proxies, and Version.

Although it is not typical or suggested, you can make the proxy and production media locations the same place. Keep in mind that the production media location can require a large amount of disk space.

Important: It is strongly suggested that you do not store the production or proxy media on the server computer's startup disk. Using all of the available disk space on the startup disk can cause serious issues.

- *Outgoing Mail Server (SMTP):* Enter the outgoing email server address. You can change this in Final Cut Server System Preferences later.

Important: Final Cut Server supports only Simple Mail Transfer Protocol (SMTP) servers that do not require authentication.

If left blank, this setting defaults to "localhost," which you can use if this computer has Mac OS X or Mac OS X Server and is configured as an SMTP email server.

- *Enable Version Control:* Select this checkbox to configure Final Cut Server to automatically enable version tracking of assets and Final Cut Pro projects uploaded and checked in to the Final Cut Server catalog.
Important: This setting does not apply to assets and Final Cut Pro projects added to the catalog by a scan response created with Final Cut Server System Preferences.
- *Enable Edit Proxies:* Select this checkbox to have Final Cut Server automatically generate Apple ProRes 422 (Proxy) codec edit proxy files (in addition to the normal proxy files stored at the proxy media location) whenever a Final Cut Pro project is added as an asset. The edit proxy files are stored in a special device named Edit Proxies at the production media location.

In general, this option is most useful when you are working with Final Cut Pro projects using uncompressed SD or HD content because the Apple ProRes 422 (Proxy) codec can provide significantly smaller file sizes at nearly the original media quality.

You are able to turn this setting on and off and change the edit proxy codec in the Preferences pane of the Final Cut Server client's Administration window. For more information, see the *Final Cut Server Administrator Guide*.

- *Catalog Media device automatically:* Select this checkbox to have Final Cut Server automatically configure and enable a schedule automation that includes a full and add only scan of the Media device. If this checkbox is not selected, the schedule and responses are not created; however, you can use Device Setup Assistant in Final Cut Server System Preferences or the Final Cut Server client's Administration window to create these automations.

Important: If you are installing Final Cut Server as part of a recovery process in which you will restore the system from a previous backup, be sure to not select this checkbox. This will prevent the automation from trying to scan an empty Media device, which can lead to issues with proxies and the Final Cut Server catalog.

- 10 In the Standard Install pane that appears, click Install or Upgrade.

This automatically installs Final Cut Server on the computer's startup disk.

Important: You may see the Upgrade option even on computers that do not have previous versions of Final Cut Server installed. This is because the installer has detected at least one file on your system in common with the files it installs; this is considered normal. Click Change Install Location.

This opens a pane that allows you to choose the volume on which to install Final Cut Server. This volume must be this computer's startup disk.

A dialog appears requiring you to authenticate yourself by entering your name and password. Click OK when finished.

The installer displays a progress bar to indicate its status. After the installer finishes, a pane appears that confirms the installation was successful.

- 11 Click Close to close the installer.

After you have finished the installation, you are ready to register your system and begin configuring Final Cut Server System Preferences.

Registering Final Cut Server

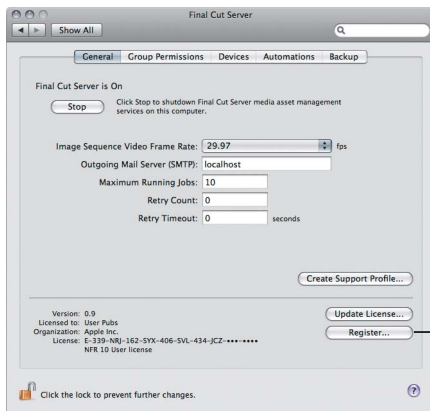
After you have installed Final Cut Server, you should register it. Registering your Final Cut Server installation is done through Final Cut Server System Preferences.

To register your Final Cut Server installation:

- 1 Open System Preferences on the computer with Final Cut Server installed.
- 2 Click Final Cut Server in the Other section.

The Final Cut Server System Preferences pane appears.

- 3 Select the General pane (if necessary).
- 4 Click the lock icon in the lower-left corner and authenticate yourself.



Click Register to open the Registration Information dialog.

- 5 Click the Register button.

The Registration Information dialog opens.

- 6 Enter your name, organization, address, and email information. By default, the Me card information in your Address Book is automatically entered in the appropriate fields.
- 7 If you want information about Apple news and software updates sent to your email account, select the checkbox.
- 8 If you want to review the Apple Privacy Policy, click Privacy Policy.
- 9 When you have finished, click Register Now.

Final Cut Server is now registered.

About the Installed Production Media Metadata Sets

A subset of metadata sets were set up based on the Customer Profile you chose during the installation process. The primary difference between the customer profiles is the production metadata sets they offer. All other aspects (such as devices, automations, permission sets, and asset metadata sets) are identical.

There are six possible production metadata sets that the installer can create. Each production metadata set is made up of one or more metadata groups.

Production Metadata Set Details

Following are the details of the production metadata sets installed on Final Cut Server systems.

Many of the metadata group names are used multiple times. Be sure you match the metadata group ID (for example, PA_GRP_CUST_PRODUCTION_RIGHTS) to ensure that you are using the correct metadata group name when attempting to match any of these metadata sets.

Package Production Metadata Set

The Package production metadata set is available in all five customer profiles. It includes two metadata groups:

- Production (PA_GRP_CUST_PRODUCTION_PACKAGE)
- Rights (PA_GRP_CUST_PRODUCTION_RIGHTS)

Show Production Metadata Set

The Show production metadata set is available in the Television Station and Video Production customer profiles. It includes two metadata groups:

- Show (PA_GRP_CUST_PRODUCTION_SHOW)
- Rights (PA_GRP_CUST_PRODUCTION_RIGHTS)

Promotion Production Metadata Set

The Promotion production metadata set is used only by the Television Station customer profile. It includes two metadata groups:

- Promotion (PA_GRP_CUST_PRODUCTION_PROMOTION)
- Rights (PA_GRP_CUST_PRODUCTION_RIGHTS)

Commercial Production Metadata Set

The Commercial production metadata set is used by the Television Station, Education, and Other customer profiles. It includes one metadata group:

- Commercial (PA_GRP_CUST_PRODUCTION_COMMERCIAL)

Trailer Production Metadata Set

The Trailer production metadata set is used only by the Film Post Production customer profile. It includes two metadata groups:

- Trailer (PA_GRP_CUST_PRODUCTION_TRAILER)
- Rights (PA_GRP_CUST_PRODUCTION_RIGHTS)

Article Production Metadata Set

The Article production metadata set is used only by the Other customer profile. It includes one metadata group:

- Article (PA_GRP_CUST_PRODUCTION_ARTICLE)

Because all of the metadata groups listed above are installed on all Final Cut Server systems, regardless of which customer profile you choose, you can easily create any of these production sets and add the appropriate metadata groups to them. Additionally, you can create your own custom production metadata sets and groups as needed. For information about customizing and managing metadata, see the *Final Cut Server Administrator Guide*.

About Final Cut Server and Compressor

Final Cut Server relies on Compressor for most of its transcoding needs. These include obvious jobs like converting a video file to a format with a smaller file size that is easier to review. However, these transcoding needs also include a variety of other jobs that happen in the background, such as creating the clip proxy files used to preview an asset.

For this reason, it is important to make sure Final Cut Server and Compressor are configured to work together efficiently and reliably.

The Final Cut Server Installer installs Final Cut Server, Compressor, and Apple Qmaster on the computer. After the installation is complete, there are two approaches you can take in preparing to use Final Cut Server with Compressor:

- *Use the This Computer cluster:* Compressor creates a cluster named This Computer when it is installed, and by default, this is the cluster that Final Cut Server uses. For some installations, this will be sufficient; however, there are several shortcomings to using the This Computer cluster.
- *Create a QuickCluster specific to Final Cut Server:* This method requires you to use the Apple Qmaster pane of System Preferences to create a custom QuickCluster. Although it involves a bit more time during the initial configuration of your Final Cut Server system, this method greatly reduces the chances of unexpected issues causing problems later on.

About the This Computer Cluster

The This Computer cluster that Compressor creates when it is installed is used by default by Final Cut Server. There are several issues with using it that you need to be aware of.

- *Potential permission issues:* When you install Final Cut Server, it remembers and operates using the name of the user that was logged in when it was installed. For this reason, it is strongly recommended that you create a local special user account that has administration privileges to use when installing Final Cut Server. This is to reduce the chances of this account being removed due to personnel changes later on.

The This Computer cluster operates using the name of the current user that is logged in to the computer. This means that it is possible that there will be times when Final Cut Server and Compressor will not have the same access permissions for a folder or file, which could result in issues such as Compressor being unable to access a file that Final Cut Server needs to have transcoded.

If you intend to use the This Computer cluster with Final Cut Server, it is recommended that you always log in to the server computer using the same account that was used when you installed Final Cut Server.

- *The This Computer cluster requires you to log in:* Because the This Computer cluster operates using the name of the current user that is logged in, it cannot be used until a user logs in. This means that if your server computer is restarted, for example, after a power interruption, Final Cut Server will not be able to use Compressor. If you create a custom QuickCluster, as described next, the cluster uses the name of the person who created it, meaning that it can be used even if no one is logged in to the computer.

- *The This Computer name can be confusing:* You actually choose the cluster to use with Final Cut Server in the Compressor Preferences pane of the client's Administration window. The name of this cluster is always This Computer, no matter which computer you are currently using to choose the cluster. The This Computer cluster always refers to the computer Final Cut Server is installed on.

About Creating a Custom QuickCluster

Creating a custom QuickCluster in Apple Qmaster avoids the issues that exist with the This Computer cluster. Creating a QuickCluster requires you to open the Apple Qmaster pane of System Preferences after you have completed installing Final Cut Server.

Important: Install Final Cut Server before going through this procedure.

The following steps describe a simple procedure for configuring a cluster to use with Final Cut Server. You can create much more sophisticated clusters that include password protection and other features. See the *Distributed Processing Setup Guide*, available from the Compressor Help menu, for more information.

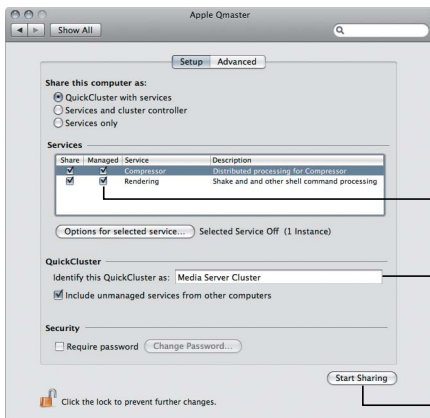
To create a custom QuickCluster:

- 1 Log in to the server computer using the same user account that was used to install Final Cut Server.

Important: For this new QuickCluster to have the same permissions as Final Cut Server, it is important that you log in as the same user that installed Final Cut Server.

- 2 Open System Preferences, then click the Apple Qmaster icon, located in the Other section at the bottom of the window.

- 3 In the Apple Qmaster System Preferences pane that appears, do the following:
- a To make sure that the cluster services will only be used by this computer, select the Managed checkboxes for Compressor and Rendering.



Select the Managed checkboxes.

Enter a new name for this QuickCluster if needed.

Click Start Sharing to make this QuickCluster available to Final Cut Server.

- b Enter the name you want this cluster to use in the “Identify this QuickCluster as” field. This is the name that will appear in the Compressor Preferences pane of the Final Cut Server client’s Administration window. The default name is based on your computer’s name in the Sharing pane of System Preferences.
- c Click Start Sharing.

The custom QuickCluster is now available in the Compressor Preferences pane of the Final Cut Server client's Administration window. You can now set this QuickCluster as the one that Final Cut Server uses.

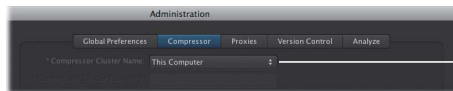
Important: Although this QuickCluster defaults to the permissions of the user that configured it, it will change those permissions to any user that manually starts the QuickCluster later. If you need to restart this QuickCluster, be sure to log in using the same user account that was used to install Final Cut Server.

To choose the custom QuickCluster in Final Cut Server:

- 1 In a Final Cut Server client, choose Administration from the Server pop-up menu (the pop-up menu in the Final Cut Server main window that appears when you click the Server button) to open the Administration window.

Important: You must be logged in as a user with administrator privileges for the Administration item to appear in the Server pop-up menu.

- 2 Click Preferences in the column on the left to open the Preferences pane.
- 3 Click Compressor to open the Compressor pane.
- 4 Choose the new QuickCluster from the Compressor Cluster Name pop-up menu.



Choose the new QuickCluster from the pop-up menu.

- 5 Click the Save button to save the changes.

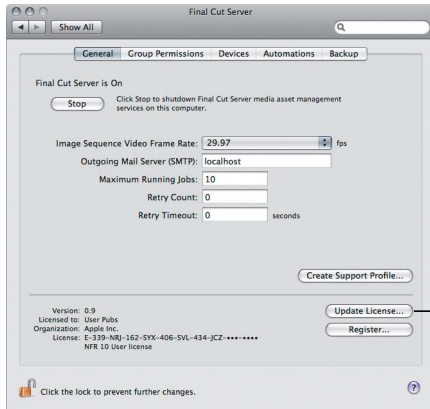
About Updating Your License

Updating your Final Cut Server license is done through Final Cut Server System Preferences and does not involve the Final Cut Server installation disc or using the installer.

To update your Final Cut Server license:

- 1 Open System Preferences on the computer with Final Cut Server installed.
- 2 Click the Final Cut Server icon in the Other section.
The Final Cut Server System Preferences pane appears.
- 3 Click the lock icon in the lower-left corner and authenticate yourself.

4 Click the Update License button.



Click Update License
to enter a new
serial number.

A pane appears for you to enter your name, organization, and the new serial number.

5 Enter the information and click OK.

The Final Cut Server license is updated.

Configuring System Preferences

4

After you have installed Final Cut Server, you can continue its setup by configuring Final Cut Server System Preferences.

You configure Final Cut Server System Preferences in the Mac OS X System Preferences.

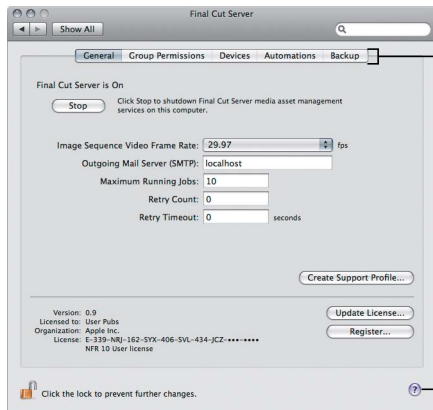
Introduction to Final Cut Server System Preferences

After you have installed Final Cut Server, a Final Cut Server item is added to the Other section of System Preferences. Clicking this item shows the General pane (or the last pane that was selected) of Final Cut Server System Preferences. The Final Cut Server installer configures the settings in these panes to defaults that you may need to change. Be sure to verify these settings before opening any Final Cut Server clients.

The top of the System Preferences pane includes buttons to select which Final Cut Server panes to configure. The lower-right corner includes a question mark button that opens the onscreen version of this guide as a PDF file. The lower-left corner displays the lock icon that you use to authenticate yourself. You must authenticate yourself before you can make any changes to the Final Cut Server settings.

To view or change Final Cut Server System Preferences:

- 1 Choose Apple menu > System Preferences.
- 2 In the Other section, click Final Cut Server.
- 3 In the Final Cut Server System Preferences window that appears, click the lock icon and authenticate yourself to make changes to any of the panes.
- 4 Click a button near the top to choose the pane you want to configure.



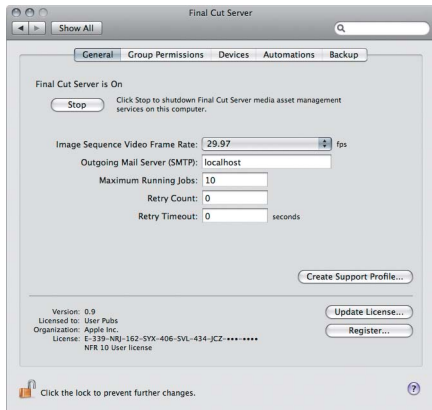
Click these buttons to select the pane to configure.

Click the question mark to view a PDF version of this manual.

For details, see the following sections about each of the Final Cut Server System Preferences panes and settings.

General Pane Settings

The General pane includes a variety of basic Final Cut Server settings. Most of these settings are also available from the client's Administration window. The exceptions are the Stop/Start, Update License, and Register buttons.



Following are the General pane settings:

- **Stop/Start button:** Click the Stop button to shut down Final Cut Server services. The button changes to Start, which you can click to start Final Cut Server services. You cannot make any changes to Final Cut Server while its services are shut down.
- **Default Video Frame Rate:** Choose the frame rate to use for assets with undefined or unrecognized timecode and for assembling image sequence proxy videos.

- *Outgoing Mail Server (SMTP)*: Enter the name of the outgoing SMTP server used to send all emails.

Important: Final Cut Server supports only Simple Mail Transfer Protocol (SMTP) servers that do not require authentication.

This setting is also configured during the Final Cut Server installation process. If this was left blank during installation, this setting defaults to “localhost,” which you can use if this computer has Mac OS X Server and is configured as an SMTP email server.

Final Cut Server can be configured to send email notifications for a variety of reasons, such as a set of assets being ready for review.

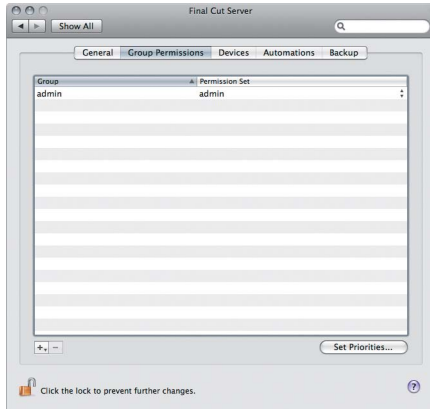
- *Maximum Running Jobs*: Enter the maximum number of jobs that can run concurrently on Final Cut Server. Most facilities will set this to no more than 20 jobs.
- *Retry Count*: Enter the maximum number of times to retry a failed job.
- *Retry Timeout*: Enter the period (in seconds) to wait before retrying a failed job.
- *Create Support Profile*: In certain support situations, AppleCare may require information about both your computer and how this particular application is configured. Clicking Create Support Profile creates a file that contains the necessary information and can be emailed to AppleCare.

You would not normally use this feature unless directed to by an AppleCare representative.

- *Update License*: Click this button to update the Final Cut Server license information entered during the initial installation.
- *Register*: Click this button to enter your registration information.

Group Permissions Pane Settings

You use the Group Permissions pane to choose the Mac OS X groups that can access Final Cut Server. You also assign permission sets to each group, allowing you to control the areas of Final Cut Server to which each group has access.



By default, the group of “admin” is added with the default “admin” permission set. If you have already configured local groups using the Accounts pane of System Preferences, Open Directory in Mac OS X Server, or Active Directory in Windows Server, you can add these groups and assign permission sets in the Group Permissions pane.

To add a group and assign a permission set to it:

- 1 Click the Add (+) button.

If necessary, click the lock icon and authenticate yourself first.

A list of groups appears.

- 2 Choose the group to add.

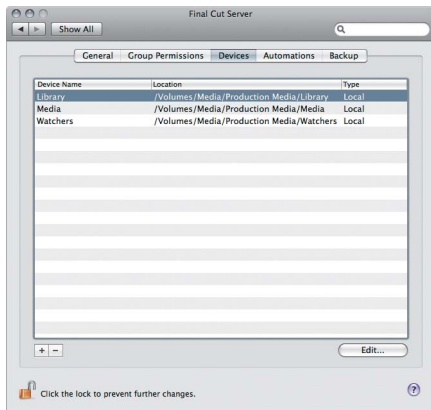
The group appears in the Group Permissions pane list.

- 3 Click in the Permission Set area next to the group name in the list, and choose a permission set to assign to the group.

Note: You can add, edit, and delete permission sets in the Administration window of the Final Cut Server client. For more information, see the *Final Cut Server Administrator Guide*.

Devices Pane Settings

Devices are storage locations where Final Cut Server can interact with assets and productions. When you installed Final Cut Server, you entered a production media location. By default, Final Cut Server creates three devices at that location: Library, Watchers, and Media.



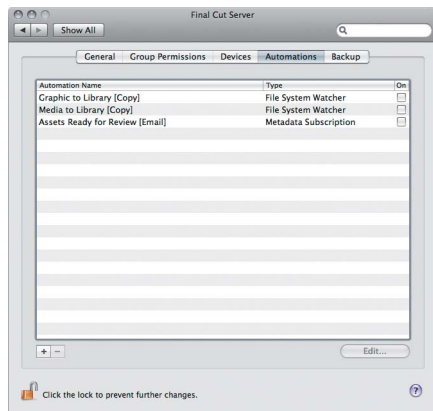
The Devices pane of System Preferences includes Device Setup Assistant that you can use to modify these default devices or add additional devices. For details, see Chapter 6.

Automations Pane Settings

The Automations pane allows you to create, edit, and enable watchers and subscriptions.

- *Watchers*: These are Final Cut Server items that you configure to monitor a device. When an event occurs that it is watching for, such as a media file being added to the device, the watcher executes a response, such as copying the media file to another location or sending an email.
- *Subscriptions*: These are Final Cut Server items that you configure to monitor metadata changes. When an event occurs that the subscription is watching for, such as an asset having its current status changed to Ready for Review, the subscription executes a response such as sending an email to the reviewer.

There are two types of automations you can configure with the Automation pane's Automation Setup Assistant: a file system watcher that responds to any file changes to a specified location and a metadata subscription that responds to specific metadata changes.



In each case, the response of the watcher or subscription can be to copy a file to another location, send an email to specified addresses, or archive a file.

The installer creates default watchers and subscriptions based on the customer profile you selected. Following are two examples:

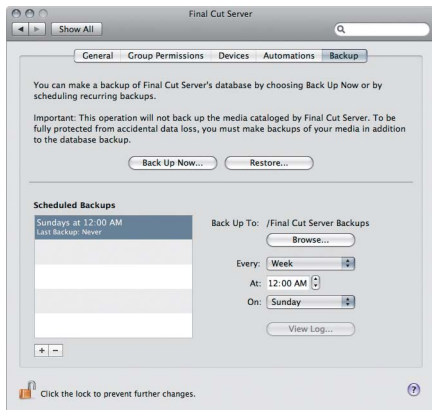
- *Media to Library [Copy] watcher*: This file system watcher monitors the Watchers device's Media folder (created by the installer) and automatically copies any new assets in it to the Library device with no conversion.
- *Assets Ready for Review [Email] subscription*: This metadata subscription monitors all assets in the catalog and sends an email whenever any of the assets have their metadata changed to the Ready for Review state. This subscription (and any others using email responses) uses the email addresses you enter or email addresses entered as an asset's required reviewers.

You can modify or delete the default automations or create new ones using Automation Setup Assistant. You can control whether these automations are active or not by selecting or deselecting their On checkboxes. For details, see Chapter 7.

Backup Pane Settings

The Backup pane allows you to create backup files for the Final Cut Server database containing all of the information from your Final Cut Server catalog, including preferences and system configuration information.

Important: The backup feature only backs up the Final Cut Server catalog—it does not back up any assets or projects stored on any of your devices.



Adding Users and Groups

5

This chapter explains the different ways you can add users and groups to Final Cut Server.

This chapter covers the most common tasks in adding and configuring groups. For more information about administering users and groups, see the *Final Cut Server Administrator Guide*.

About Users and Groups

To use Final Cut Server, you usually need to add at least one group with at least one user. In most cases, you will create several groups, each configured with different permissions, and then add the appropriate users to each group.

The Final Cut Server Installer automatically adds the computer's Administrators group, named "admin," and applies the default "admin" permission set to it.

The actual creation of the groups and users can be done on a separate server computer using Mac OS X Open Directory or Windows Server Active Directory, or on the computer you installed Final Cut Server on using either the Accounts pane of System Preferences or using Mac OS X Server Workgroup Manager (if installed on Mac OS X Server). In Final Cut Server, you choose the groups to use, create permission sets, and assign the permission sets to each group.

Final Cut Server supports both locally created groups and users and Open Directory and Active Directory–based groups and users. If you have a smaller facility, it is easiest to create one or more local groups and local users. If you have a larger facility already using the Mac OS X Server Open Directory or Microsoft Server Active Directory architecture, Final Cut Server can easily use that as the basis for configuring users and groups.

Important: If you use another computer as your Open Directory server, it must use Mac OS X Server.

Groups enable asset security to be controlled in several ways. You can:

- Define filters restricting the assets and productions viewable by a group
- Control access to media on devices connected to Final Cut Server
- Control access to functions in the user interface

A user can belong to multiple groups, each with its own permission set. The permission set with the highest priority determines the user's ability to access items within Final Cut Server.

General Workflow for Creating Users and Groups

Creating groups and users for Final Cut Server involves these steps:

Stage 1: Creating Users in the Accounts Pane of System Preferences or in Workgroup Manager

You can either create local users or skip this step if you already have user accounts set up using Open Directory.

Stage 2: Creating Groups and Users in the Accounts Pane of System Preferences or in Workgroup Manager

You need to create one or more groups using the Accounts pane of System Preferences or the Mac OS X Server Workgroup Manager. You may skip this step if suitable groups have already been created in Open Directory or Active Directory. After you have created the groups, you can add users to them. You can mix local and Open Directory or Active Directory users.

Stage 3: Adding Groups to Final Cut Server

After groups have been created and users added to them, you need to add the groups to Final Cut Server.

Stage 4: Assigning Permission Sets for Groups

Based on the profile selected during Final Cut Server installation, your system will already have several permission sets. These permission sets define a wide variety of permission settings, allowing you to control access to the Final Cut Server catalog. You can create additional permission sets if necessary. For more information about creating custom permission sets, see the *Final Cut Server Administrator Guide*.

Assigning permission sets to the groups is the last step in making Final Cut Server available to your users.

Creating Users in the Accounts Pane of System Preferences

The Accounts pane of System Preferences contains all that you need to create and manage local groups and users.

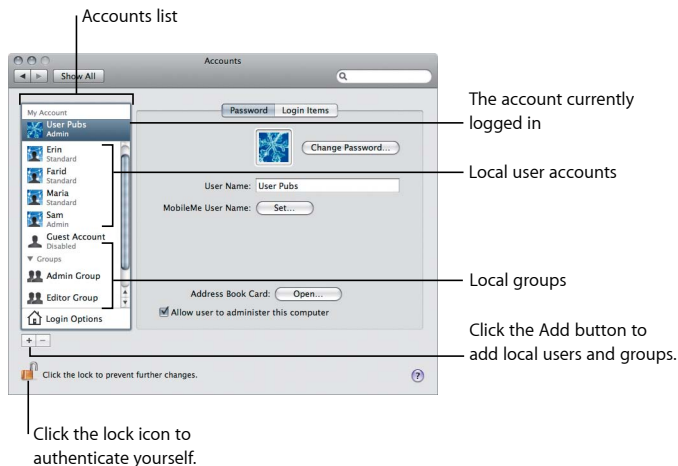
To open the Accounts pane of System Preferences:

- 1 Do one of the following:
 - Choose Apple menu > System Preferences.
 - Click the System Preferences icon in the Dock.
- 2 In the Systems Preferences window that appears, click the Accounts button in the System category.



Click Accounts to open the Accounts pane.

The Accounts pane appears. To make any changes to the Accounts pane, you must first authenticate yourself by clicking the lock icon and entering the name and password of a user with administration permissions.

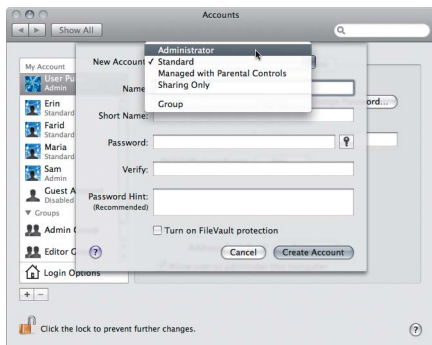


Creating Users

Creating local users in the Accounts pane requires you to enter the user name and password and make a few basic choices about that user.

To create a local user account:

- 1 Click the Add (+) button.
- 2 Choose the type of account to create from the New Account pop-up menu in the dialog that appears.



- *Administrator*: An administrator can create and delete accounts, install software, change system settings, and change the settings of other users.
- *Standard*: A regular user account. A standard user can only install software for the user account, can't make changes to locked System Preferences, and can't create accounts.
- *Managed with Parental Controls*: An account with limited privileges that are managed by Parental Controls.
- *Sharing Only*: Can only access files in a specified location. Cannot change files on the computer or log in at the login window.
- *Group*: An account that consists of selected users. For more information, see the next section, "Creating Groups and Setting Their Membership."

In most cases, you will create Standard accounts.

3 Enter the name and password.

The short name is automatically created; however, you can change it in this dialog if necessary.

You cannot change the short name after the account is created.

4 Set other attributes as needed.

5 Click Create Account.

The new user appears in the accounts list. You can modify an existing user account by selecting it in the accounts list.

Creating Groups and Setting Their Membership

Creating local groups in the Accounts pane requires you to enter a group name.

To create a local group account:

- 1 Click the Add (+) button.
- 2 Choose Group from the New pop-up menu in the dialog that appears.

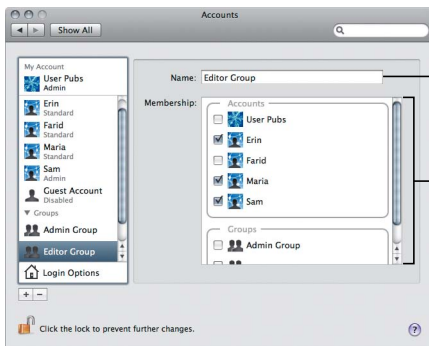
The New pop-up menu may be named New Account, depending on the type of account created last.

- 3 Enter the name.
- 4 Click Create Group.

The new group appears in the accounts list. You can modify an existing group by selecting it in the accounts list.

To set the members of a group:

- 1 Click the group's name in the accounts list.
- 2 Select the checkboxes of all user accounts and groups that you want to be associated with this group.

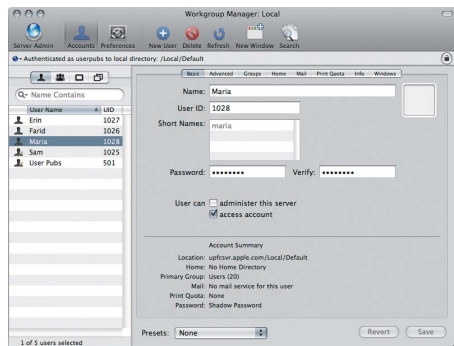


Change this group's name (if necessary).

Select the accounts and groups to make members of this group.

Creating Users with the Mac OS X Server Workgroup Manager

Mac OS X Server Workgroup Manager is located in the Applications/Server/ folder of Leopard Server. Workgroup Manager contains all that you need to create and manage local and Open Directory–based groups and users.



Important: This manual covers only basic Workgroup Manager workflows and assumes you have a working knowledge of Workgroup Manager. It also assumes you have administrator privileges. See the Mac OS X Server documentation for detailed procedures.

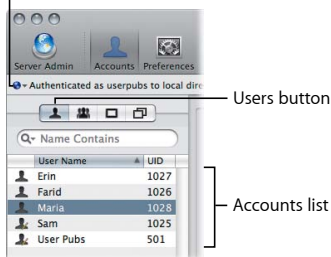
Creating Users

Creating local users in Workgroup Manager requires you to enter the user name and password and make a few basic choices about that user.

To create a local user account:

- 1 Click the Accounts button in the Toolbar.
- 2 Click the globe, located below the Admin button in the Toolbar, to select the local directory domain.

Click the globe to select a directory domain.



- 3 Click the Users button, located above the accounts list.
- 4 The accounts list shows all local users already on the server.
- 5 Click the New User button in the Toolbar.
- 6 Enter the name and password.

7 Set other attributes as needed.

8 Click Save.

The new user appears in the accounts list. You can modify an existing user account by selecting it in the accounts list.

You can also create local user accounts in the Accounts pane of System Preferences.

Creating Groups

Creating local groups in Workgroup Manager requires you to enter a group name.

To create a local group account:

1 Click the Accounts button in the Toolbar.

2 Click the globe to select the local directory domain.

3 Click the Groups button, located above the accounts list.

The accounts list shows all local groups already on the server.

4 Click the New Group button in the Toolbar.

5 Enter the name.

6 Set other attributes as needed.

7 Click Save.

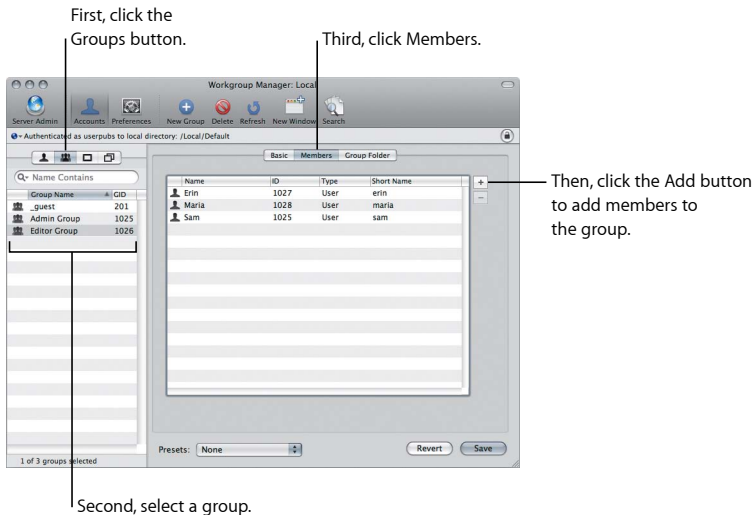
The new group appears in the accounts list. You can modify an existing group by selecting it in the accounts list.

Adding Users to a Group

After you have created user and group accounts, you can add users to the groups.

To add users to a group:

- 1 Click the Groups button.



- 2 Select the group in the accounts list.
- 3 Click the Members button.

4 Click the Add (+) button.

A drawer opens with a list of user accounts.

5 You can click the drawer's globe to select a different directory domain. This makes it possible to add both local and other users to a group.

6 Do one of the following to add users from the drawer to the group's member list:

- Drag a user's name from the drawer to the group member list.
- Double-click the name in the drawer.

7 Click Save.

Additional Steps for Adding Groups Created with Windows Active Directory

Before following the steps below, an additional step is required to access groups in Windows Active Directory. The Final Cut Server settings preference file must be modified.

Additionally, in Mac OS X v10.5 Leopard, Mac OS X Server v10.5 Leopard, and Mac OS X v10.6 Snow Leopard, you must manually add Final Cut Server into the Kerberos realm. Using Kerberos for authentication requires that all Final Cut Server client systems be bound to the directory service hosting the Kerberos realm. If you are connected to an Active Directory domain, add an Active Directory group to Group Permissions and assign the group as admin. Then log in as an Active Directory user that is part of that Active Directory group.

Important: After following these steps to configure Final Cut Server to authenticate using Active Directory, only Active Directory users who are members of Active Directory groups will be able to log in and use Final Cut Server.

To modify the Final Cut Server Settings preference file:

- 1 Log in as the root user.
- 2 In the Terminal application, run the following command:

```
defaults write /Library/Preferences/com.apple.FinalCutServer.settings  
"AUTH_TYPE" -int 1
```
- 3 Choose Apple menu > System Preferences.
- 4 In the Other section, click Final Cut Server.
- 5 In the Final Cut Server System Preferences window that appears, click the lock icon and authenticate yourself to make changes to any of the panes.
- 6 Click Stop to shut down Final Cut Server.
- 7 Click Start to start Final Cut Server.

**In Mac OS X v10.5 Leopard, Mac OS X Server v10.5 Leopard,
and Mac OS X v10.6 Snow Leopard, add Final Cut Server information into
the Kerberos realm by doing the following:**

- 1 Log in as the root user.
- 2 In Terminal, run the following command:

```
cd /Library/Application\ Support/Final\ Cut\ Server/Final\ Cut\  
Server.bundle/Contents/Resources/sbin
```
- 3 After the command in step 2 is complete, run the following command:

```
./adprincadd.pl -dc <fully qualified hostname of AD server>  
fcsvr/<fully qualified hostname of FCSVR machine>
```
- 4 Choose Apple menu > System Preferences.
- 5 In the Other section, click Final Cut Server.
- 6 In the Final Cut Server System Preferences window that appears, click the lock icon and authenticate yourself to make changes to any of the panes.

7 Click Stop to shut down Final Cut Server.

8 Click Start to start Final Cut Server.

You can now add the Windows Active Directory groups to Final Cut Server.

Important: Be sure to restart all Final Cut Server client applications after adding Windows Active Directory groups to Final Cut Server.

Adding Groups to Final Cut Server

After you have finished setting up your groups, you are ready to add the groups to Final Cut Server.

You can add the groups using the server's Final Cut Server System Preferences or you can use the client's Administration window.

To add a group to Final Cut Server using System Preferences:

1 Open System Preferences on the Final Cut Server computer.

2 Click the Final Cut Server icon in the Other area.

The Final Cut Server pane appears.

3 Click Group Permissions to see the group settings.

The left side lists the current Final Cut Server groups. The right side lists the permission set assigned to each group.

4 If the lock icon (in the lower-left corner) is closed, click it and authenticate yourself.

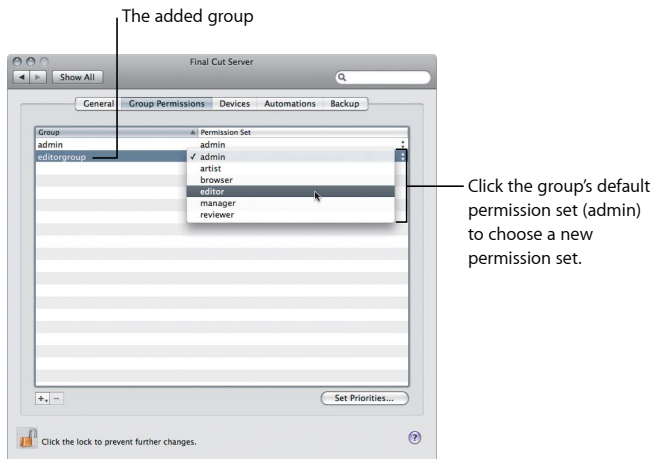
5 Click the Add (+) button.

A list of all groups, local and Open Directory, appears.

- 6 Choose the group to add from the pop-up menu that appears.

If the list is long, you can type the first few letters of its name to jump to its part of the list.

The group is added to the Group list.



- 7 Click in the Permission Set area of the new group and choose a permission set from the pop-up menu.

Assigning Permission Sets

The Final Cut Server Installer automatically creates six permission sets.

- *admin*: This is the only permission set that includes access to the Final Cut Server client's Administration window. It provides access to all aspects of the Final Cut Server system. It should only be assigned to groups of users that are capable of administering all aspects of the Final Cut Server system.
- *artist, manager, and editor*: These permission sets are all identical and provide access to all aspects of the Final Cut Server system except for those that are specific to the admin permission set.

The intention of these three permission sets is to give you a starting point for creating specific permission sets for different groups of users. For example, you might want to modify the artist permission set so that those users are only able to access specific devices that contain the graphics they work on.

- *reviewer*: This permission set is unable to create, delete, catalog, or edit any of the assets within the Final Cut Server catalog. The reviewer permission set is only able to see assets that have a status of Approved, Ready for Review, Rejected, or Completed.
- *browser*: This permission set is unable to create, delete, catalog, edit, edit details, or copy any of the assets within the Final Cut Server catalog. The browser permission set is only able to see assets that have a status of Approved.

You can create other permission sets using the Final Cut Server client's Administration window. For more information, see the *Final Cut Server Administrator Guide*.

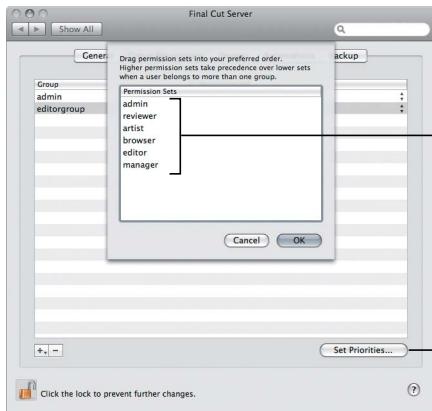
Because a user can belong to multiple groups and each group can have a different permission set, Final Cut Server includes the ability to set the priority level of each permission set. The permission set with the highest priority is the one applied when the user belongs to multiple groups.

Important: Although it is normal to give permission sets with the broadest permissions the higher priorities, it is not required.

To set the permission set priorities:

- 1 Click Set Priorities in the Permissions pane of Final Cut Server System Preferences.

A pane appears showing the permission sets arranged in order of their priority, with the highest priority permission set (usually “admin”) at the top.



Then, drag a permission set up or down to set its priority relative to the other permission sets.

First, click the Set Priorities button to adjust the permission set priorities.

- 2 Drag the permission sets to change their order.
- 3 Click OK to close the pane.

You can also set the priorities of the permission sets in the Administration window's Permission Set pane.

Using Device Setup Assistant

6

Device Setup Assistant makes it easy to modify the default devices or add additional devices.

For more information about devices, see the *Final Cut Server Administrator Guide*.

Introduction to Devices

Devices are simply file storage locations that have been configured for Final Cut Server to use to store and manage your assets and productions. The Final Cut Server Installer creates a number of devices, including several used for specialized functions such as storing proxies and tracking asset versions.

In addition to these default devices, you will usually need to create additional devices based on your system configuration. For example, if you have a volume that contains your current assets, you can create a device that scans that volume and automatically adds its assets to the Final Cut Server catalog. (Note that this process does not change anything on a volume you make into a device; the volume's assets and structure are unchanged. The Final Cut Server catalog adds entries for each of the assets and suitable proxy files are created and stored in the Proxy device.)

Using Device Setup Assistant you can add, remove, and configure devices that Final Cut Server can use. Devices can be as simple as a folder on the Final Cut Server computer, an FTP server, or an Apple Xsan volume.

About Creating Devices

There are two methods you can use to add and modify devices within Final Cut Server: using Device Setup Assistant in Final Cut Server System Preferences and using the Devices pane of the client's Administration window.

About Creating Devices Using Device Setup Assistant

Device Setup Assistant in Final Cut Server System Preferences is simple to use and includes additional features, such as a scan and transcode settings configuration ability. Manually configuring similar features would require you to use multiple Administration panes.

Device Setup Assistant also makes it much easier to install certain kinds of devices, such as network devices and Xsan volumes, by simplifying the number of settings. Additionally, Device Setup Assistant verifies all settings you make before allowing you to continue to the next step. (Devices created with the Administration window are not verified until you actually use them.)

The drawbacks of using Device Setup Assistant are that you do not have access to some of the more esoteric settings and that you cannot configure several device types, such as a device using a Contentbase file system or an edit-in-place device that does not use an Xsan volume. However, you can modify a device created with Device Setup Assistant in the Administration window, configuring the more esoteric settings.

Important: Contentbase devices do not appear in the Devices pane of Final Cut Server System Preferences. All other devices, including those created by the installer and using the client's Administration window, appear in the Devices pane of Final Cut Server System Preferences.

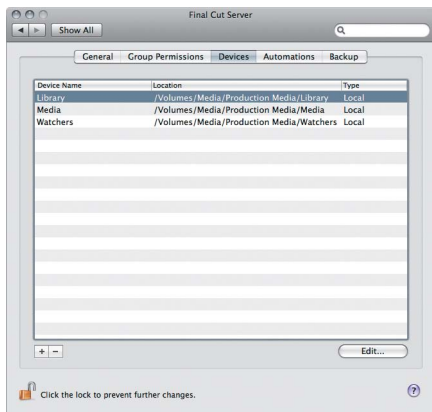
About Creating Devices Using the Administration Window

The Devices pane of the Administration window gives you access to more device settings than Device Setup Assistant. Most users, however, do not require these settings, although they can be useful in some situations. The Administration window is the only place that you can configure devices using the Contentbase file system or non-Xsan based edit-in-place devices.

Although you can configure network devices with the Administration window, it is more difficult with its variety of settings.

About the Default Devices

When you installed Final Cut Server, you entered a production media location. By default, Final Cut Server creates three devices at that location: Library, Watchers, and Media.



The default Library, Watchers, and Media devices are actually just subfolders Final Cut Server created in the production media location. Users can use these devices as is; for example, they can add assets and productions to these devices.

The Watchers device is intended to be used for the automations created by the installer. For example, you could add media to this folder or one of its subfolders and an automation would notice the media and copy it to a different device, adding it to the Final Cut Server catalog and transcoding it if needed. The default automations are all configured to watch the folders within this device.

The Library and Media devices are intended to be used as general-purpose media storage locations. The default automations are all configured to copy media to the Library device.

Each of these devices has the following configurations:

- *Scan settings:* These allow you to have Final Cut Server automatically check the device for new, changed, or deleted assets at regular intervals. Only the Media device can have scan settings configured by the installer using the “Catalog Media device automatically” setting.
- *Transcode settings:* These allow you to choose a format to convert an asset to when it is uploaded or copied to the device. The Watchers device has no transcode settings assigned to it because it is not intended to be used as a destination when uploading or copying assets in Final Cut Server—it is intended to be the source device for upload operations. The Library and Media devices have all of the transcode settings assigned to them, making copying or uploading assets to those devices flexible and easy.

You can use Device Setup Assistant to modify these devices to include scan and transcode settings. You can also use Device Setup Assistant to modify the scan and transcode settings of these and other devices you add to Final Cut Server using Device Setup Assistant or the client’s Administration window.

Adding a Device Using Device Setup Assistant

Final Cut Server supports six types of devices when you are using Device Setup Assistant in Final Cut Server System Preferences:

- *Local*: Local devices include drives that are connected directly to the Final Cut Server computer. These can include additional internal hard disks as well as connected FireWire or USB drives.
- *Network AFP*: These are network-connected shares using the Apple Filing Protocol (AFP).
- *Network SMB/CIFS*: These are network-connected shares using the Server Message Block (SMB) and Common Internet File System (CIFS) protocols. These are usually Windows-based servers.
- *Network NFS*: These are network-connected shares using the Network File System (NFS) protocol.
- *Network FTP*: These are network-connected shares using the File Transfer Protocol (FTP).
- *Xsan*: These are devices that are located on an Apple Xsan storage area network.

Each device can have scan and transcode settings configured.

Scan settings define how often Final Cut Server examines the device to see if any content has changed. This is an optional setting.

Scan settings you configure using Device Setup Assistant create one or more schedules and one or more scan responses. These schedules and responses appear in the Final Cut Server client's Administration window in the Schedule and Response panes.

Important: Scan settings you configure using Device Setup Assistant apply to the entire device—you cannot choose to only scan specific folders. You can create schedules and scan responses with the Administration window that apply to specific folders within a device or you can create devices using Device Setup Assistant from those folders.

Transcode settings define the various video and audio formats that the device can use when transcoding an asset. You must choose at least one transcode setting, although one of the settings is No Conversion. These settings are made available when you upload an asset to the device.

To add a device using Device Setup Assistant:

- 1 In Final Cut Server System Preferences, click Devices.

This pane lists the current devices.

Important: If you have created devices using the client's Administration window, they should appear in this list (except for Contentbase devices). If any are missing, you should quit System Preferences, then open it again to refresh the list.

- 2 Click the lock icon and authenticate yourself as the administrator.
- 3 Click the Add (+) button.
- 4 Select one of the three device types listed, then click Continue. Depending on which of the above you selected, a device type-specific pane appears to configure the device.
 - *Local:* Select this when you are creating a device stored on a local drive.
 - *Network:* Select this when you are creating a device stored on a networked device.
 - *Xsan:* Select this when you are creating a device stored on an Xsan storage area network.

- 5 Configure the Device Type pane, then click Continue.

Important: It is strongly suggested that you do not create any devices on the server computer's startup disk. Devices contain large media files and can use all of the available disk space on their hard disk, which causes serious issues if that hard disk is also the startup disk.

For details about configuring a specific device type, see the following section.

- 6 In the Archive Device pane, select the Enable as an Archive Drive checkbox if you intend this device to be used as an archive device.

Archive devices are used to hold assets and productions that have been moved into long-term storage using an archive response in Final Cut Server.

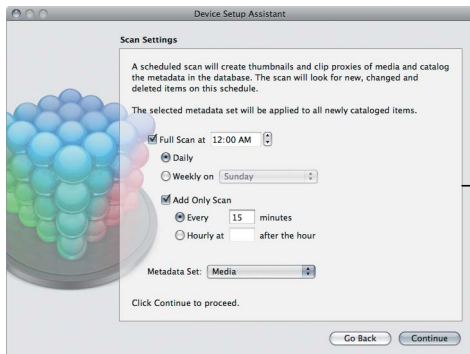
Note: Archive devices are not available for regular, everyday asset storage. They are used exclusively with the archive response.

Archive devices are generally large or slow external disk drives or network connections that are connected to the computer only when needed. When you archive an asset or production, its media file is copied to the archive device and removed from its current device, freeing up disk space on that device. The asset or production remains in the Final Cut Server catalog and can be restored at a later date if necessary.

7 Click Continue.

- *If you selected the Enable as Archive Device checkbox:* The Conclusion pane appears. Skip to step 10.
- *If you did not select the Enable as Archive Device checkbox:* The Scan Settings pane appears.

8 In the Scan Settings pane, configure the scan settings.



— In the Scan Settings pane, configure your settings.

You can configure both Full and Add Only scans; however, keep in mind that Device Setup Assistant requires you to configure a full scan before you can configure an add only scan.

- *Full scans:* Full scans examine the device for any changes, including any new, changed, or removed files. All of these changes are then made to the Final Cut Server catalog. Full scans are processor intensive and may require significant computer resources to run. For that reason, they are usually set to run once a day or once a week, and usually at an otherwise slow time, such as the default time of 12:00 AM.
- *Add Only scans:* Add only scans are not as thorough as full scans, locating only new and changed files with a created or modified date between the last time this scan ran and the current time (it will not see new files with created or modified dates older than when the scan last ran; for example, files that you dragged to the device from the Finder). These changes are then made to the Final Cut Server catalog. Because add only scans are not as processor intensive as full scans, they are configured to run often, such as at the default frequency of every 15 minutes.

Important: Scan responses created for a device using Device Setup Assistant will have versioning disabled, regardless of whether version control was enabled when you installed Final Cut Server. You can edit the response using the Final Cut Server client's Administration window.

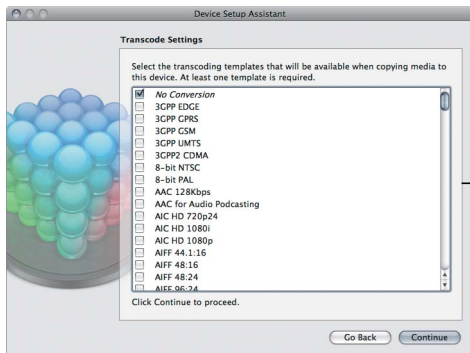
- 9 Use the Metadata Set pop-up menu to choose a metadata set to assign to assets added to the Final Cut Server catalog by these scans.

Metadata sets, which are comprised of metadata groups and fields, define the types of metadata you can add to an asset. You can create custom metadata sets, groups, and fields using the Final Cut Server client's Administration window.

You cannot assign a different metadata set to an asset later.

- 10 Click Continue.

- 11 In the Transcode Settings pane that appears, select one or more transcoding settings for this device to use whenever an asset has to be transcoded, then click Continue.



Select the transcode settings for this device.

The No Conversion item is selected by default.

You can manage the list of transcoding settings with the Transcode Settings pane in the client's Administration window.

- 12 In the Conclusion pane that appears, verify the configuration settings for the device, then click Done to create the device.

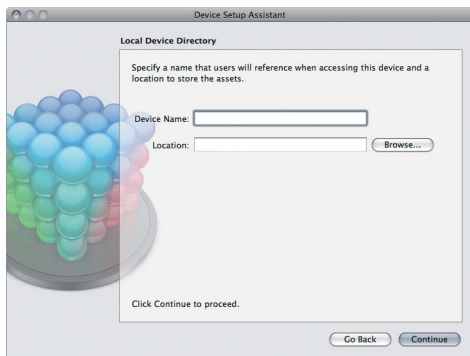
Device Setup Assistant closes and the new device is added to the Devices pane of Final Cut Server System Preferences.

Device Type Details

Configuring the settings for a device can involve several steps. This section contains specific setup information for each available device type.

Local Devices

Local devices include drives that are connected directly to the Final Cut Server computer. These can include additional internal hard disks as well as connected FireWire or USB drives. Directly connected Xserve RAIDs are especially useful.



The pane for local devices contains the following settings:

- *Device Name:* Enter a name for the device.
- *Location:* Enter a location for the device. This can be a folder on any internal disk drive or external drive connected using FireWire or USB. Click Browse to locate the drive and folder to use as the device.

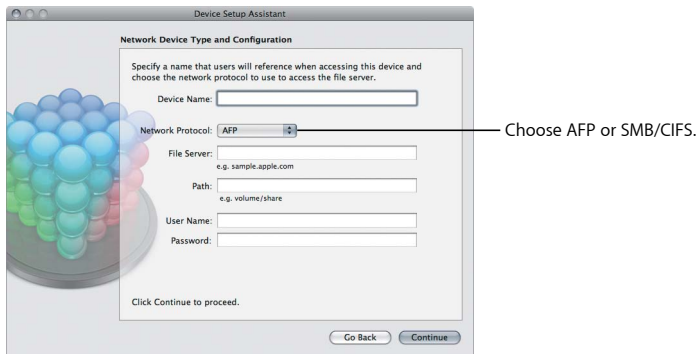
Network Devices

There are four types of network devices you can add. The Network Device Type pane includes a Network Protocol pop-up menu for choosing the type of network drive to use.

Important: All AFP, SMB, and FTP network devices created with Device Setup Assistant require you to use a password. You can create these devices without passwords using the Administration window of the Final Cut Server client.

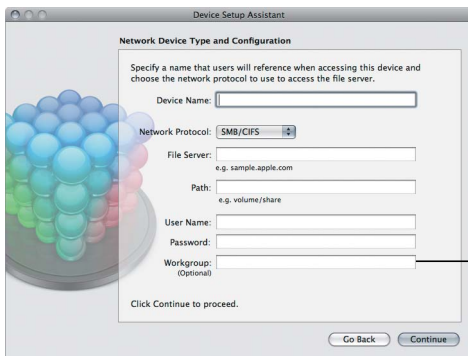
AFP and SMB/CIFS Networks

The following pane appears with Apple Filing Protocol (AFP), Server Message Block (SMB), and Common Interface File System (CIFS) network-connected shares.



AFP and SMB/CIFS devices have the following settings:

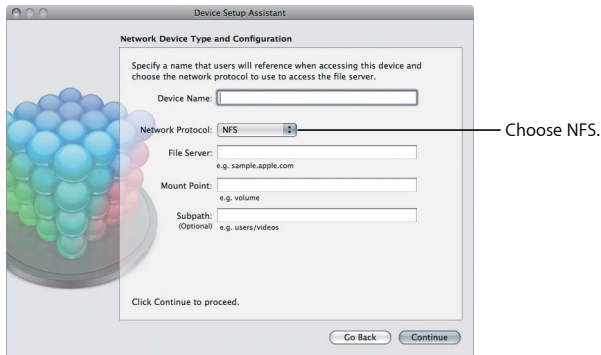
- *Device Name*: Enter a name for the device.
- *Network Protocol*: Choose the type of network connection required for this device. In this case, choose either AFP or SMB/CIFS to match your network connection.
- *File Server*: Enter the host name of the server.
- *Path*: Enter the path of the server to use as the root path.
- *User Name*: Enter your user name in this field to log in automatically to the server on every attempted server access, such as searching and copying.
- *Password*: Enter the password that goes with the above User Name entry. Leave this field blank if the User Name field is blank.
- *Workgroup*: SMB/CIFS devices have this additional setting. Enter the name of the workgroup.



The Workgroup field appears when you choose the SMB/CIFS network protocol.

NFS Networks

The following pane appears with Network File System (NFS) protocol network-connected shares.

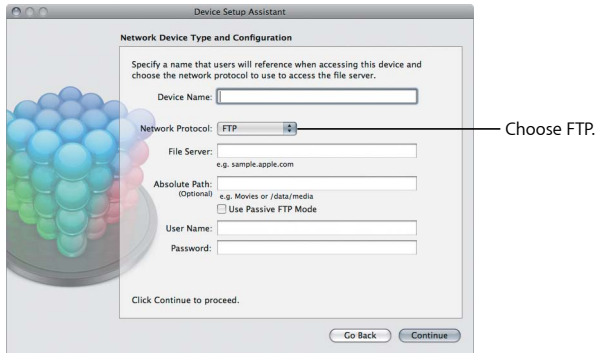


NFS network devices have the following settings:

- *Device Name*: Enter a name for the device.
- *Network Protocol*: Choose the type of network connection required for this device. In this case, choose NFS to match your network connection.
- *File Server*: Enter the host name of the server.
- *Mount Point*: Enter the path that the server exports for use as the root path.
- *Subpath*: Enter a path to the folder this device is to use as its root path.

FTP Networks

The following pane appears with File Transfer Protocol (FTP) network-connected shares.



FTP network devices have the following settings:

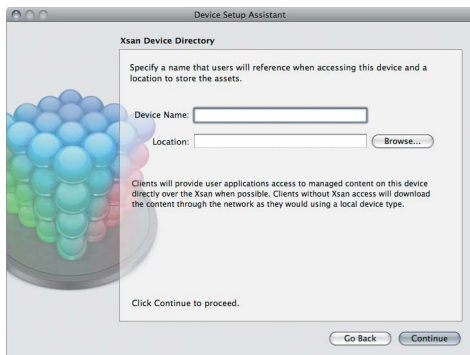
- *Device Name*: Enter a name for the device.
- *Network Protocol*: Choose the type of network connection required for this device. In this case, choose FTP to match your network connection.
- *File Server*: Enter the host name of the server.

- *Absolute Path*: Enter the path of the server to use as the root path. If this path starts with a forward slash (/), it is relative to the root folder of the server. If this path does not start with a forward slash, it is relative to the default folder of the server the user uses to log in (usually the user's home folder).
- *Use Passive FTP Mode*: Select this checkbox to use passive mode FTP transfers.
- *User Name*: Enter your user name in this field to log in automatically to the server on every attempted FTP server access, such as searching and copying. Leave this field blank to display the login page on every attempted FTP server access.
- *Password*: Enter the password that goes with the above User Name entry. Leave this field blank if the User Name field is blank.

Xsan Devices

Apple Xsan storage area network (SAN) devices provide fast access to media files. Xsan devices are automatically configured with an edit-in-place path. This allows Final Cut Server clients with access to the same Xsan volume to have high-performance file transfers. Clients without access to the Xsan volume will experience normal network performance for file transfers.

Important: Xsan volumes must be mounted locally on this server using the Xsan Administrator application before it is possible to configure them as Final Cut Server devices.



The Xsan Device Directory pane contains the following settings:

- *Device Name:* Enter a name for the device.
- *Location:* Enter a location for the device. Click Browse to locate the Xsan volume and folder to use as the root of the device.

Editing an Existing Device

You can edit the location, scan, and transcode settings of any devices that you create with Device Setup Assistant. You can also edit the location and transcode settings and add scan settings to devices created with the client's Administration window.

Important: Not all device settings that are available in the client's Administration window are editable with Device Setup Assistant. Those unique settings are left as they are by Device Setup Assistant.

To edit an existing device using System Preferences:

- 1 Choose Apple menu > System Preferences.
- 2 In the Other section, click Final Cut Server.
- 3 In the Final Cut Server System Preferences window that appears, click the lock icon and authenticate yourself.
- 4 Click Devices in the Final Cut Server pane of System Preferences.
- 5 In the Devices pane, unlock System Preferences and do one of the following:
 - Double-click the device you want to change.
 - Select the device, then click the Edit button.

Important: If you have created devices using the client's Administration window, they should appear in the Devices pane list (except for Contentbase devices). If any are missing, you can lock and then unlock the pane to refresh the list.

Device Setup Assistant appears, showing the Directory pane.

- 6 Configure the Directory pane and click Continue.

The Scan Settings pane appears.

- 7 Configure the Scan Settings pane and click Continue.

The Transcode Settings pane appears.

Select all of the transcode settings that you would like this device to support, then click Continue.

The Summary pane appears, showing the changes you have made.

- 8 Click Done to apply the changes to the device.

Deleting an Existing Device

You can delete any of the existing devices in the Devices pane of Final Cut Server System Preferences.

Important: If you have created devices using the client's Administration window, they should appear in the Devices pane list (except for Contentbase devices). If any are missing, you can lock and then unlock the pane to refresh the list.

To delete an existing device using Final Cut Server System Preferences:

- 1 Choose Apple menu > System Preferences.
- 2 In the Other section, click Final Cut Server.
- 3 In the Final Cut Server System Preferences window that appears, click the lock icon and authenticate yourself.
- 4 Select the device in the Devices pane.
- 5 Click the Delete (–) button.

A dialog appears warning you that all pending jobs will be canceled and that this deletion cannot be undone.

- 6 Click OK.

The device is removed from the device list.

The following are some things to keep in mind when deleting a device:

- Deleting a device removes it and all of its assets from the Final Cut Server catalog. This includes removing all proxy files from the Proxy device and versions from the Version device.

- If the deleted device contained many assets that were in the Final Cut Server catalog, it might take a significant amount of time for the delete operation to finish. You cannot continue working with System Preferences until the delete completes.
- Deleting a device does not affect the actual contents of the device's volume.
- If a job involving the device is in progress when you delete it, that job must be completed before the device is actually deleted. (All other pending jobs are canceled.) If you do not want to wait for the current job to finish, you can cancel it in the client's Search All Jobs window.
- If you used Device Setup Assistant to add scans to a device, the schedules and responses created for those scans are also deleted when the device is deleted.
- If you used the client's Administration window to configure any schedules or responses for a device, only the scan and copy responses that reference that device are deleted when the device is deleted. You can use the client's Administration window to manually delete any schedules that were created for the deleted device.
- Any watchers that reference the device being deleted are also deleted. Any responses that support the deleted watchers are not deleted, and will have to be deleted manually using the client's Administration window.

Tip: To make it easier to know which responses, watchers, and devices are related to each other, be sure to give them all names that make it easy to identify them.

Using Automation Setup Assistant

7

Automation Setup Assistant provides a simple way to modify the default automations created by the installer as well as to create new automations.

For more information about automations, see the *Final Cut Server Administrator Guide*.

About Creating Automations

The Automations pane allows you to create, edit, and enable automated watchers and subscriptions.

- *Watchers*: These are Final Cut Server items that you configure to monitor a device. When an event occurs that it is watching for, such as when a media file is added to the device or removed from it, the watcher executes a response such as copying the media file to another location or sending an email.
- *Subscriptions*: These are Final Cut Server items that you configure to monitor metadata changes. When an event occurs that the subscription is watching for, such as when an asset has its current status changed to Ready for Review, the subscription executes a response such as sending an email to the reviewer.

Final Cut Server provides two methods for creating automations: using Automation Setup Assistant (described in this chapter) and using the client's Administration window.

Automation Setup Assistant makes it easy to create the most commonly used automations. You can also modify any of the automations you create, including the default automations created by the Final Cut Server Installer.

The Final Cut Server client's Administration window contains a set of panes that make it possible to create highly complex automations. The drawback of this is that it is a bit complicated to configure simple automations. For details on using the Administration window to create automations, see the *Final Cut Server Administrator Guide*.

About the Default Automations

The installer creates default watchers based on the customer profile you selected. Following are two examples:

- *Media to Library [Copy] watcher*: This file system watcher monitors the Watchers device's Media folder (created by the installer) and automatically copies any new assets in it to the Library device with no conversion. It also then deletes the assets from the Watchers device's Media folder.

These watchers are all based on subfolders in the Watchers device. The name of the folder is listed first in the watcher's name. Depending on the customer profile you selected during installation, these folders can include Graphic and Media. These watchers also apply suitable metadata sets to each folder's assets.

All of these automations are configured to copy any media added to any of these folders to the Library device with no transcoding of the media.

- *Assets Ready for Review [Email] subscription*: This metadata subscription monitors all assets in the catalog and sends an email whenever any of the assets have their metadata changed to the Ready for Review state. This subscription (and any others using email responses that were created by the installer) uses the email addresses you enter or email addresses entered as an asset's required reviewers.

You can modify any of the default automations or create new ones using the Automations pane. You can control whether these automations are active or not by selecting or deselecting their On checkboxes (by default, they are all deselected).

Creating Automations

There are two types of automations you can configure with Automation Setup Assistant: a file system watcher that responds to any file changes to a specified location and a metadata subscription that responds to specific metadata changes.

In each case, the response of the automation can be to copy a file to another location, send an email to specified addresses, or archive a file.

To create a new automation:

- 1 Choose Apple menu > System Preferences.
- 2 In the Other section, click Final Cut Server.
- 3 In the Final Cut Server System Preferences window that appears, click the lock icon and authenticate yourself.
- 4 Click Automations to show the Automations pane.

This pane lists the current watchers and subscriptions.

Important: If you have created watchers and subscriptions using the client's Administration window, they should appear in this list. If any are missing, you can lock and then unlock the pane to refresh the list.

- 5 Click the Add (+) button to open Automation Setup Assistant.
- 6 Select either File System Watcher or Metadata Subscription, then click Continue.
- 7 Configure the selected automation type, then click Continue.

For details about configuring a specific type of automation, see the following section.

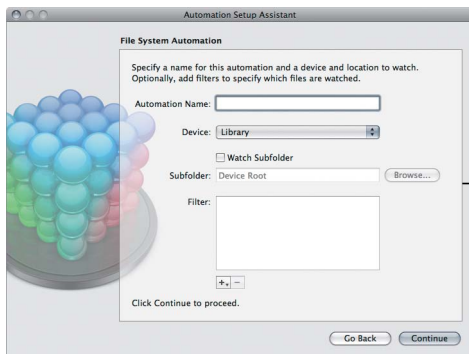
- 8 In the Responses pane that appears, click the Add (+) button, then choose a response type to add to the automation:
- *Copy Response*: This response copies items from their current location to the location specified in this response. You can also choose to transcode the items during the copy.
 - *Email Response*: This response emails the addresses you enter. You add the email addresses, the subject, and the body text. There are a variety of helpful codes you can enter to automatically include asset names and other information.
 - *Archive Response*: This response archives the items. Archiving copies the asset's primary file to the selected archive device (if any archive devices have been configured) and removes it from its current location.
 - *Delete Response*: This response is usually used with watchers that also use a copy response. After the copy response copies the assets from the folder that the watcher is monitoring, the delete response removes them from the watched folder.
- If used, delete responses must be the last item in the Responses pane.
- 9 Click Continue after you have added and configured all of the responses you need.
- 10 In the Summary pane that appears, confirm that the settings are as intended, then click Done to close Automation Setup Assistant and add the new automation to the list in the Automations pane.

Automation Type Details

Configuring the settings for specific automation types can involve several steps. This section contains specific setup information for many of the available automations.

File System Watcher Details

Configuring the settings for a file system watcher involves choosing the device to watch, entering a specific location on that device, and optionally adding media format extensions to specifically watch for. This section contains specific setup information for each available file system.



Configure the file system's watcher details in this window.

To configure a file system watcher's details:

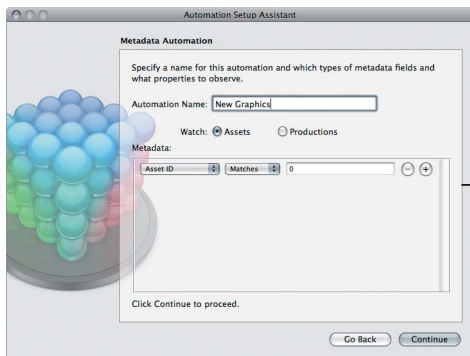
- 1 Enter a name for the automation.

This is the name that will appear in the Watcher pane of the client's Administration window.

- 2 Choose a device from the Device pop-up menu.
- 3 Select the Watch Subfolder checkbox if you want to specify a subfolder to be watched. Leave this unselected if you want to scan only the root level of the device.
- 4 Enter a subfolder location on the device to watch (if applicable).
- 5 Optionally, click the Add (+) button to specify file types to watch for, based on their extension.
- 6 Click Continue to go to the Responses pane.

Metadata Subscription Details

Configuring the settings for a metadata subscription automation involves choosing whether to watch assets or productions and configuring specific rules to look for.



Configure a metadata subscription automation in this window.

To configure a metadata subscription automation:

- 1 Enter a name for the automation.

This is the name that will appear in the Subscription pane of the client's Administration window.

- 2 Select whether to watch assets or productions.
- 3 Configure the Metadata area to specify the metadata to watch for.

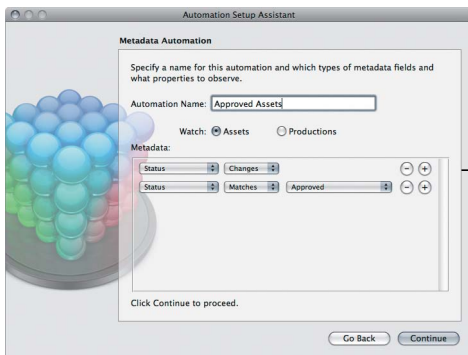
Each line in the Metadata area contains at least two pop-up menus:

- The first pop-up menu in the line chooses the metadata field to watch. In general, you cannot add multiple lines that have the same metadata field selected. The exception is if one of the lines has its operator (the second pop-up menu) set to Changes.
- The second pop-up menu chooses the operator to use when monitoring the first pop-up menu's metadata field. This choice determines whether a third item appears in the line, which can be a text entry field or a third pop-up menu.

You can add multiple lines in the Metadata area to make the subscription very specific. Click the Add (+) button to add an additional line or the Delete (–) button to remove a line (when more than one line is present).

For example, if you want the automation to watch for an asset whose status changes to Approved, you can use two lines:

- Choose Status in the first line's first pop-up menu, then choose Changes in the second pop-up menu. This sets this automation to only activate if the Status metadata field for an asset changes.
- Add a second line and choose Status in its first pop-up menu, choose Matches in the second pop-up menu, and then choose Approved in the third pop-up menu.



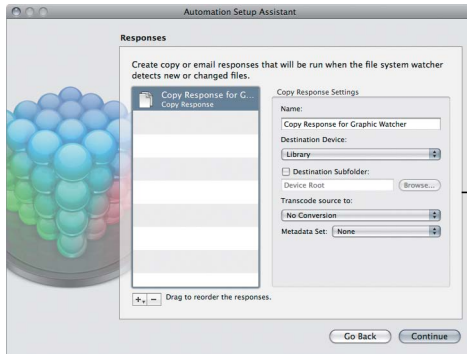
This shows an example where the subscription checks for multiple items.

This sets this automation to only notice assets whose status changes to Approved and to ignore any assets previously set to Approved.

- 4 When you're done configuring the automation, click Continue.

Copy Response Details

You use a copy response when you want to copy the items identified by the automation to a different location.



Specify the settings
you want for the copy
response in this window.

The settings for a copy response are as follows:

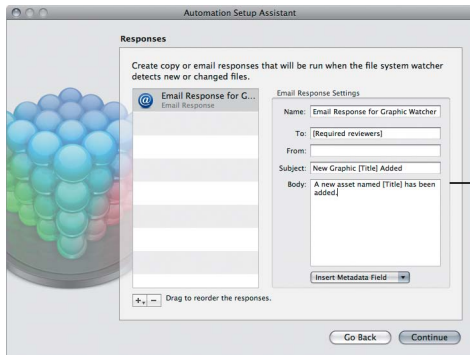
- *Name*: Enter the name of the response. This name will appear in the Responses pane of the Administration window.
- *Destination Device*: Choose a device to copy the items to.
- *Destination Subfolder*: Click this checkbox to use the Browse button to choose a Destination Device subfolder.

- *Transcode source to*: Choose a transcode setting to use during the copy. This list is based on the transcode settings assigned to the device you choose.
- *Metadata Set*: Choose the metadata set to apply to the copied assets. Choose None to have the media file copied but not added to the Final Cut Server catalog as an asset. Metadata sets, which are comprised of metadata groups and fields, define the types of metadata you can add to an asset. You can create custom metadata sets, groups, and fields using the Final Cut Server client's Administration window.

If the destination device already contains a file with the same name as the one being copied, copy responses by default will not overwrite that file, and instead, will add a numbered extension to the new file's name. Copy responses created using the Final Cut Server client's Administration window can optionally be set to overwrite an existing file with the same name.

Email Response Details

You use an email response when you want to send an email whenever the automation has detected whatever it has been configured to detect.



Specify the settings you want for the email response in this window.

The settings for an email response are as follows:

- **Name:** Enter the name of the response. This name will appear in the Responses pane of the Administration window.
- **To:** Enter the email addresses to send the email to. Use a comma to separate addresses; for example, rev1@apple.com,rev2@apple.com.
- **From:** Enter the email address to send the email from. This is the “reply to” address to which the email recipient can send an email if necessary.

- *Subject*: Enter the email subject. You can enter codes to automatically add specific information to the email's subject.
- *Body*: Enter the email's main text. You can enter codes to automatically add specific information to the email.
- *Insert Metadata Field*: Choose a metadata field name from this pop-up menu to have that field's data added to the email. The fields are added as text in square brackets at the insertion point's location in this pane. The actual field's data is substituted for that text when the email is actually created and sent.

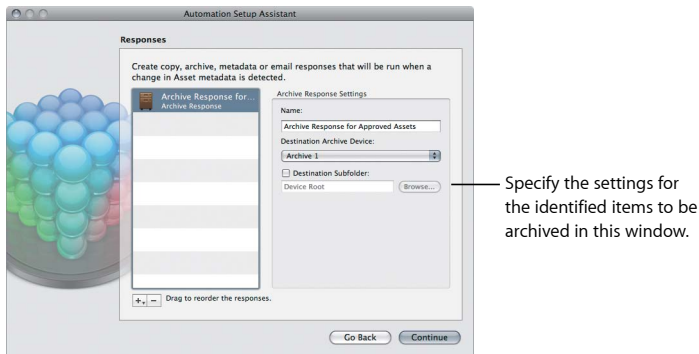
For example, you can add the "Required reviewers" metadata field to the To entry (it appears as [Required reviewers]). When the email is actually sent, all email addresses added to the asset's "Required reviewers" field are automatically entered in the To entry.

Keep the following points in mind when using the Insert Metadata Field feature:

- You can add metadata fields to the To, Subject, and Body entries of the email.
- If the asset does not have any data for a metadata field added to the email, the email includes the bracketed field name in the email in place of the data.
- You can create custom metadata fields that appear in the Insert Metadata Field pop-up menu—all you have to do is add them to a metadata group using the Administration window. The metadata fields that appear in this list are those that are part of metadata groups in the Custom Metadata category (in other words, any groups that can be added to a metadata set).
- In addition to choosing a metadata field from this pop-up menu, you can manually type the metadata field's name (enclosed in square brackets). Because these are case-sensitive, be sure to exactly match the name of the metadata field.

Archive Response Details

You use an archive response when you want the identified items to be archived.

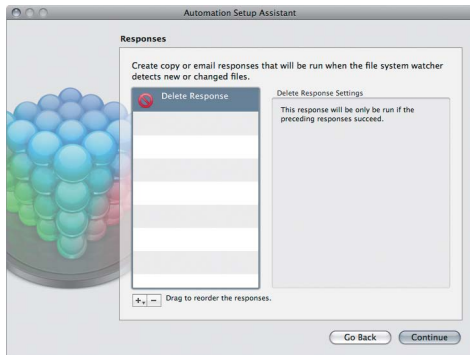


The settings for an archive response are as follows:

- *Name*: Enter the name of the response. This name will appear in the Responses pane of the Administration window.
- *Destination Archive Device*: Choose an archive device from this pop-up menu.
- *Destination Subfolder*: Click this checkbox to use the Browse button to choose a Destination Archive Device subfolder.

Delete Response Details

You use a delete response when you want to remove assets from the watch folder after they have been copied by a copy response.



There are no settings for a delete response.

When used, delete responses must be the last item in the Responses pane.

Editing an Existing Automation

You can edit an existing watcher or subscription automation using Automation Setup Assistant. This includes those created using Automation Setup Assistant and those created using the client's Administration window. For example, you may find that you need to change an email address.

Important: If you have created watchers and subscriptions using the client's Administration window, they should appear in the Automations pane list. If any are missing, you should quit System Preferences, then open it again to refresh the list.

To edit an existing automation:

- 1 Choose Apple menu > System Preferences.
- 2 In the Other section, click Final Cut Server.
- 3 In the Final Cut Server System Preferences window that appears, click the lock icon and authenticate yourself.
- 4 Do one of the following:
 - Double-click an existing automation.
 - Select an automation, then click the Edit button.

The automation opens in Automation Setup Assistant, where you can make any needed changes.

You cannot change the automation type (file system watcher or metadata subscription).

Important: When editing an automation created using the client's Administration window, you will not be able to edit any responses assigned to it other than email, copy, or archive responses. However, you can remove any response, whether it is editable or not, from the automation.

Deleting an Existing Automation

You can delete any of the existing automations by using the Delete button (–) in the Final Cut Server System Preferences Automations pane.

To delete an existing automation using System Preferences:

- 1 Choose Apple menu > System Preferences.
- 2 In the Other section, click Final Cut Server.
- 3 In the Final Cut Server System Preferences window that appears, click the lock icon and authenticate yourself.
- 4 Select the automation in the Automations pane.
- 5 Click the Delete (–) button.

A dialog appears warning you that this deletion cannot be undone.

- 6 Click OK.

The automation is removed from the device list.

The following are some things to keep in mind when deleting an automation:

- When you delete an automation created using Automation Setup Assistant, any responses created for that automation by Automation Setup Assistant are also deleted. Any responses that you created and manually added to the automation using the client's Administration window are not deleted.
- When you delete an automation created using the client's Administration window, no responses are deleted.

Installing Final Cut Server Clients

8

After you have installed Final Cut Server, you can install the client on each user's computer.

For information about using the Final Cut Server client, see the *Final Cut Server User Manual*.

Introduction to the Final Cut Server Client

The Final Cut Server client is what users use to interact with the Final Cut Server catalog. It also has an Administration window that provides additional Final Cut Server system configuration controls.

The Final Cut Server client is a Java application that can be run on Mac OS X, Windows XP, and Windows Vista operating systems. For the current client system requirements, see the *Before You Install Final Cut Server* document, located on the Final Cut Server installation disc.

You install the client using a Java Web Start process by entering the network location of the Final Cut Server computer in a web browser. The browser automatically downloads and installs the client.

Although the Final Cut Server client can be run on both Mac OS X and Windows computers, you may have issues with some QuickTime codecs. Several QuickTime codecs are available in either a Mac OS X or Windows version, but not both. This may lead to a situation where a media file is not recognized by the client's computer and cannot be played. For the best results, record in and encode with codecs supported by all of the operating systems on which you plan to run the Final Cut Server client.

Important: If multiple users use the computer on which you are installing the Final Cut Server client, each user will have to install his or her own copy of the client.

About the Java Web Start Client Files

To use the Java Web Start method, you must enter a URL in a supported browser. The URL uses the format of `http://hostname/FinalCutServer`, where `hostname` is the IP address or name of the computer on which you installed Final Cut Server. After entering the URL in a supported browser and clicking the Download button, the Final Cut Server client application is downloaded to your system.

Each time you open the Final Cut Server client, the server is checked to see if a newer version of the client is available. If a newer version is available, it is automatically downloaded and opened. If not, the currently downloaded client opens.

Information to Provide Your Client Users

Regardless of whether you manually install the Java Web Start client on each client computer or provide installation instructions to each client user, you should provide each client user with the following information:

- Your organization's Final Cut Server URL
- A list of supported web browsers
- Information about your organization's workflow, including information about which devices to use for asset storage

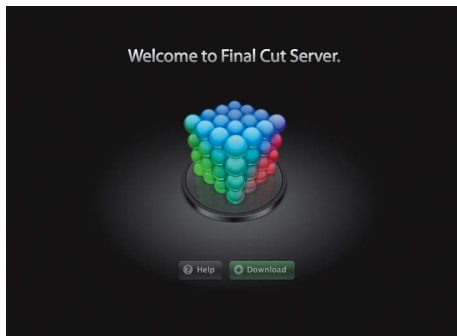
Installing a Final Cut Server Client on a Computer Running Mac OS X

Installing the Final Cut Server client on a computer running Mac OS X requires downloading and saving the client and logging into Final Cut Server.

To install the Final Cut Server client using Java Web Start:

- 1 Enter the URL for the Final Cut Server computer in the computer's browser.

The browser displays a page with buttons you use to either start downloading the Final Cut Server client or to get additional information about installing the client.



- 2 Click the Download button to begin downloading the client.

A file named `finalcutserver.jnlp` is copied to your system. Additionally, the browser displays a page illustrating the client installation process.

- 3 Depending on your security settings, a dialog may appear requesting unrestricted access to your computer. Click Allow if you agree to run Final Cut Server and allow it to have unrestricted access to your computer.
- 4 A Save As dialog appears, asking whether you want to save Final Cut Sever client. Save Final Cut Server to your desktop or another convenient location.
- 5 If this is the first time the client has been launched on this computer, a license agreement dialog appears. Click Agree.
- 6 In the client login window that appears, do the following:
 - a If necessary, enter the name of the computer with Final Cut Server installed in the Server field.In most cases, this field automatically contains this name.
 - b Enter your login name in the Username field.
 - c Enter your password in the Password field.
 - d Click Log In.



The Final Cut Server client opens.

Installing a Final Cut Server Client on a Computer Running Windows Vista or Windows XP

Installing the Final Cut Server client on a computer running Windows requires several stages:

Stage 1: Installing Java Runtime Environment

Stage 2: Installing (or Removing and Reinstalling) QuickTime for Windows Vista or Windows XP

Stage 3: Installing the Final Cut Server Client

Installing Java Runtime Environment

You must install Java Runtime Environment before installing the Final Cut Server client on a computer running Windows Vista or Windows XP. For the current client system requirements, see the *Before You Install Final Cut Server* document, located on the Final Cut Server installation disc.

To download and install Java Runtime Environment:

- 1 Enter the Final Cut Server URL provided by your administrator in Internet Explorer 7 or Safari for Windows. A page appears, advising you that Java Runtime Environment is required to run the Final Cut Server client, and a dialog titled Information Bar appears.
- 2 In the Information Bar dialog, click Close.
- 3 Click the link provided on the page to manually download Java.
- 4 In the next page that appears, click the Free Java Download button to start the download.
- 5 If you are using Windows Vista, the User Account Control dialog appears. Click Continue.
- 6 In the "Internet Explorer Add-on Installer - Security Warning" (for Windows Vista) or "Internet Explorer - Security Warning" (for Windows XP) dialog that appears, click Install.

- 7 Follow the instructions in the Java installer that appears.
- 8 After Java is installed, a page appears, asking you to verify the Java installation. Click the Verify Installation button.

After the Java installation is verified, you are notified that the installation has been completed successfully.

Installing QuickTime for Windows or Windows XP

If the computer you are using does not have a current version of QuickTime installed, you should install it now. For the current client system requirements, see the *Before You Install Final Cut Server* document, located on the Final Cut Server installation disc.

Important: If the computer you are using already has QuickTime installed, you must remove and reinstall QuickTime after installing Java Runtime Environment. Follow the instructions in the next section.

To install QuickTime on a computer running Windows Vista or Windows XP:

- 1 In Internet Explorer 7 or Safari for Windows, go to <http://www.apple.com/quicktime/download>.
- 2 Select QuickTime for Windows Vista or Windows XP, enter your email address (optional), then click the Free Download Now button.
- 3 In the File Download - Security Warning dialog that appears, click Run.
- 4 In the Internet Explorer- Security Warning dialog that appears, click Run.
- 5 Follow the instructions in the QuickTime installer that appears.

QuickTime is installed on your computer. You can now open the Final Cut Server client.

Removing and Reinstalling QuickTime Before Opening a Final Cut Server Client

If you have updated Java Runtime Environment after installing QuickTime on your computer running Windows Vista or Windows XP, you need to remove and reinstall QuickTime. Additionally, you may have seen an error message saying that Apple QuickTime or the QuickTime Java component is not installed on your computer. Removing and reinstalling QuickTime on your computer corrects this issue.

A free download of QuickTime for Windows is available on the Apple website.

To uninstall QuickTime from a computer running the Windows Vista operating system:

- 1 In the Start menu, choose Control Panel.
- 2 In the Control Panel window, select Classic View.
- 3 Double-click the Programs and Features icon.
- 4 Select QuickTime, then click the Uninstall button in the Toolbar.
- 5 In the Programs and Features dialog that appears, click Yes.
- 6 In the Add or Remove Programs dialog that appears, click Yes to verify that you want to remove QuickTime from your computer.
- 7 In the User Account Control dialog that appears, click Allow.

QuickTime is removed from your system.

To uninstall QuickTime from a computer running the Windows XP operating system:

- 1 In the Start menu, choose Control Panel.
 - 2 In the Control Panel window, double-click the Add or Remove Programs icon.
 - 3 In the Add or Remove Programs window, select QuickTime. When you select QuickTime, additional information appears.
 - 4 Click the Remove button.
 - 5 In the Add or Remove Programs dialog that appears, click Yes to verify that you want to remove QuickTime from your computer.
 - 6 If the computer is running any programs that use QuickTime, a dialog appears, asking you to approve shutting down all programs that are using QuickTime. Click OK.
- QuickTime is removed from your system.

To reinstall QuickTime on a computer running Windows Vista or Windows XP:

- 1 In Internet Explorer 7 or Safari for Windows, go to <http://www.apple.com/quicktime/download>.
- 2 Select QuickTime for Windows Vista or Windows XP, enter your email address (optional), then click the Free Download Now button.
- 3 In the File Download - Security Warning dialog that appears, click Run.
- 4 In the Internet Explorer - Security Warning dialog that appears, click Run.
- 5 The QuickTime installer appears. Follow the instructions in the installer.

QuickTime is reinstalled on your computer. You can now open the Final Cut Server client.

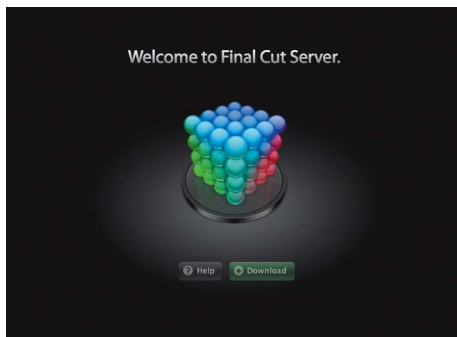
Installing the Final Cut Server client

Installing the Final Cut server client on a computer running Windows Vista or Windows XP requires downloading the client and logging into Final Cut Server.

To install the Final Cut Server client using Java Web Start:

- 1 Enter the URL for the Final Cut Server computer in the computer's browser.

The browser displays a page with buttons you use to either start downloading the Final Cut Server client or to get additional information about installing the client.



- 2 Click the Download button to begin downloading the client.
- 3 A dialog appears, asking if you want to open or save Final Cut Server. Click Open. A file named finalcutserver.jnlp is copied to your system, and an alias to the Final Cut Server client is automatically created on your desktop. Additionally, the browser displays a page illustrating the client installation process.

- 4 If this is the first time the client has been launched on this computer, a license agreement dialog appears. Click Agree.
- 5 In the client login window that appears, do the following:
 - a If necessary, enter the name of the computer with Final Cut Server installed in the Server field.
In most cases, this field automatically contains this name.
 - b Enter your login name in the Username field.
 - c Enter your password in the Password field.
 - d Click Log In.



The Final Cut Server client opens.