

**User Manual** 

**Accessibility Content Manager** 

(ACM)

# INDEX

1	Intro	duction
2	Stake	holders
3	How	to Access the ACM User Interfaces5
4	ACM	User Interfaces
4	.1	System management interface
	4.1.1	Users7
	4.1.2	Profiles
	4.1.3	Languages9
	4.1.4	System
	4.1.5	Logs
	4.1.6	Use case14
4	.2	Content Management interface14
	4.2.1	Assets15
	4.2.2	File view24
	4.2.3	Bin
	4.2.4	Reports
4	.3	Editor interface
4	.4	Use Case
Anr	iex I: Ic	cons Guide

## 1 INTRODUCTION

The Accessibility Content Manager (ACM) is a cloud-based user friendly application of FingerCloud for a centralised management and processing of access services such as Subtitles for the Deaf or Hard-of-Hearing (SDH), Open Subtitles, Spoken Subtitles, Audio Description and Sign Language.

The application consists of the following components:

- ACM User Interfaces.
- ACM Engines for automatic background processes.
- ACM Web-Services and Interconnections with the broadcaster's systems.

This document explains how the different stakeholders (chapter 2) can access the ACM User intefaces (Chapter 3) and use the following ACM User Interfaces (Chapter 4):

- System Management interface (Chapter 4.1): Interface for administrative, configuration and maintenance issues related to the suite functionality and users coordination.
- Content Management interface (Chapter 4.2): Most significant ACM interface for the access service production workflow management and the access to the catalogue contents.
- EDitor interface (Chapter 4.3): Interface for the producers (service providers or freelancers) to access their production works that have been assigned to them.

Finaly as an example for the user interfaces, an scenario is explained with the complete workflow (Chapter 4.4).

In the Annex the user will find an explaination of each icon in the User Interfaces.

# 2 **STAKEHOLDERS**

This document is aimed at different stakeholders such as:

- 1. **Broadcaster's IT and maintenance departments**, may use System Management Interface (Chapter 4.1) for:
  - Configuring the system settings, templates, and engines
  - Users and profiles creation, configuration, and management
  - Handling errors and incidences by reviewing system logs and engine status
  - Accessing the engine job queues and their status

- 2. **Broadcaster's Accessibility department**, may use Content Management Interface (Chapter 4.2) for:
  - Creation/edition of assets (see Interfaces), which can be either manual or automatic (see interconnections)
  - Creation of access service files (manual or automatic)
  - Workflow management of access service file production
- 3. Access service producers (service providers and freelancers) will be given access to one of the following User Interfaces:
  - Editor Interface (chapter 4.3) when the access service production is done in the broadcaster's FingerCloud licence. In this case all the production works are assigned by the broadcaster and all the support matereals such as the LQ video file and metadata are also provided. In this case producers can:
    - a. View the assigned access service works and navigate through them
    - b. Run the integrated Online Editors via the assigned works and complete them
    - c. Change the work status to "Completed" when the work is finished and therefore the final access service file is ready.
    - d. View feedback and comments coming from broadcaster and act accordingly
  - Content Mangerment Interface (Chapter 4.2) when the producers perform all the workflow of uploading the programme suport materials such as the LQ video and metadata, and also perform the access service file production. In this case producers can:
    - a. Upload support materials such as LQ video and metadata
    - b. Create, import, and export access service files
    - c. Run the integrated Online Editors to edit the access service files
- 4. Broadcaster's QA department, may use Content Management Interface (Chapter 4.2) for:
  - Listing the access service files pending validation
  - Running the integrated Online Editor to verify the access service files that are pending validation. If the quality is not right, the QA team returns the corresponding production work back to the producer with the "Rejected" status and feedback information.
  - Communicating with the producers using the "Communication" interface.

- Validating the access service files when the quality is right for airing or publication.
   External systems can only get the access service files if they have been validated, although users with the right permission can access to all the access service files using the different views of the CM interface
- Statistics and reports
- 5. **Broadcaster's playout/publication department,** may use Content Management Interface (Chapter 4.2) for:
  - Search access service that are catalogue in ACM
  - Download access service files in specific file formats
- 6. **Broadcaster's systems,** may use the ACM interconnections and web-services as for example:
  - The playout or publication systems can retrieve access service metadata, status and files for airing and publication purposes (only the verified access services are available for these systems)

# 3 HOW TO ACCESS THE ACM USER INTERFACES

In order to access the ACM, there are some basic requirements:

- Hardware: PC with at least i5 processor, 8 GB RAM. Screen resolution should be at least 1920×1080 pixels (a good graphics card is recommended).
- Browser: Last version of Chrome or Firefox (at least Chrome version 74 or Firefox version 65).
- Fast internet connection as the tools are online and videos are used along the workflow.

The user accesses ACM via the web browser (figure 1) and enters username and password previously provided by administrator.

ANGLATECNIC
FingerCloud
L Usuario
Contraseña
Iniciar sesión
New here? Request a demo or sign up
Request Demo Sign up

Figure 1: Login page

# 4 ACM USER INTERFACES

In this chapter, a detailed user manual of the ACM interfaces is presented.





The user can open the different ACM interfaces with access rights by pressing the corresponding button at the top menu. Also, the user interface language can be selected from this menu. In this chapter, a detailed user manual of the ACM various interfaces (SM+CM+ED) is presented.

## 4.1 System management interface

System Management is defined as platform administrative interface and allows administrators and broadcaster managers with system administrative duties to control and manage the settings and permissions of professional users working in the ACM. The top left menu gives access to different sub-sections of SM.

	SM – U	sers				
2 ten Antes DE sepage	O System ( ) Logs :	ty errored			La De De Cartera	COLUMN !
Userlist	1					3 🖬
Sect. New	1 urpup 1 🖬 🖸					5
CONTRACTOR OF CO	and methodal (					weak (Pro Sharang Artici)
0 (annum. Name la 1 68 56 560 1 699,8 60 66 10 999,8 60 76	name Bottome Profile anal Aller Allerer entergramment Zame Many Entergramment Dame Many Entergramment	anapin in anapin in	0			Allow .
1 dana Seni ang	21 Aprendam Amerikansan	1048-05-08	63		C	•
a Darias Stress Hat	Den Miller Tyresersupprises	00.0.0				
	same and the field of				source for	well (17. Shawing Circl)
1	With this tool, user can sear different criteria: Free searc	n, Profile ty	/pe, Lai	nguage		
2	<ul> <li>The list of users is available found here with their follow</li> <li>ID number (unique), having permissions redirected to a form clicked-on user – see email address, Last production works t languages for which deletion, block)</li> </ul>	ing informa Username of user n page for e figure 3), : login da hey are al	ation: e (by cl edition editing Full na te and ble to	icking c – the g the so me and time, perforr	on it – in the logged in ettings belon short name, the access n (ST, AD, S	case of user is nging to Profile, service SL), The
3	By clicking on this positive si	gn button,	a new	user ca	n be added	

An interface to view/create/edit users which is described in detail in table 1.

## Table 1: Users list

At the moment of creating/editing a user, the form shown in figure 3 appears. This form needs to be completed to create/edit users. The required information in the form is typical and basic (access user and password, personal information, and access profile).

It is noteworthy that all the users including broadcasters and access service producers are created here. In the case of a producer such as subtitler, audio describer or sign interpreter the corresponding options should be marked and also the languages they aim to work with (figure 3).

Username:		
Password:		
Profile:	Subtitler 🔻	
Name:		
Surname:		
Short name:		
e-mail:		
Last login:	-	
Subtitler:		
Audiodescriptor:		
Signer:		
Languages:	American English	
	British English	
	Catalan 💳	
	Dutch	
	French	
	Galician	
	German 🖻	

Figure 3: User edition/creation form

## 4.1.2 PROFILES

It is important for any system at this scale to define profiles, because the level of permissions is different for each user depending on their duties, so there is a need to define different levels of access and permissions for groups of users. This is described in detail in table 2.

		SM – Profiles	
Pro	file list		•
Searc	n 🖸 🧧 🚽		3
1	Order byName	profiles news per page 10	profiles found 7   Showing 1 to 7
ID	Name 🔺	Description	Actions
1	Administrators	User rights for everything within the project	*
4	Audio Descriptors	Audio Descriptors	•
	Broadcaster - Accessibility manager	broadcaster employee that manages the access services contents procedures	•
7	Broadcaster - System manager	broadcaster employee that manages whole procedure (content management and system troubleshooting)	•
6	Signer	a profile belonging to signers	•
5	Subtitler	Users with subtiling rights only	•
3	Subtitule manager	organises the substiting work	•
3		profiles items per pager so	profiles found 7   Showing 1 to 7
	1	With this tool, user can search through the existing profiles	
	2	A list of typical profiles on ACM with their description	
	3	By clicking on this button, the user can add a new profile	

#### Table 2: Profiles

By clicking on the positive sign button on the top right of the page, the user is redirected to a separate page consisting of a form for profile creation. In this environment, the technician can choose different capabilities and access permissions for the profile (reading, editing, deleting, downloading). The detailed description of the profile form is presented in table 3.

	SM - Profile form
Edit profile  I o I o I o I o I o I o I o I o I o I	The set of the permasence of t
1	General information of the profile (name and description).
2	Access permission to different tree branches of CM, with possibility to choose among existing folders on the ACM as the root of new tree branch.
3	Various access permission to various sections of the ACM.

## Table 3: Profile form

## 4.1.3 LANGUAGES

In this sub-chapter, new languages for the access service contents can be created or existing ones can be edited (table 4).

			SM	– Languages			
<b>6</b> 3 -	🛔 Users 🔒 Profiles 🖽 Languages 📫 Sy	stem 📓 Logs		English V	2 SM CM ED PU PL	Enric Torres Last eccess 2023-03-07 12-07-00	Weston yill 🕞 😯
Langua	ages list						3 🚥
Search	۹. ۵	1					2
			items per page 20			found s6 elements   Shov	ving elements 1 to 15
D	Name 🔺		Locale	Global Language			Actions
8	American English			GBR			~
21	Arabic		C	GBR			v
10	Azerbaijani Basque			ESP			~
22	Brazilian Portuguese	2	-	FRA			v
4	British English	2	10	GBR			~
2	Catalan		-	GBR			~
23	Danish		12				~
12	Finnish		+	FIN			~
96	French		0	FRA			~
3	Galician		N	IRL			~
17	German		•	GBR			~
2.4	lifsh			GBR			~
54	Malay			MYS			~
20	Norwegian Spanish		=	GBR			~
	apartist		_	UBH .			~
			items per page 20			found 15 elements   Shov	ving elements 1 to 16
	1	With this	tool, the use	r can search th	rough the existir	ng languages	
	2			ges with their rected to the ec	locales, by click dition page	ing on the la	inguage
	3	Add a nev not	v language t	o this list depe	nding whether it	s locale is kr	iown o

#### Table 4: Languages list

#### 4.1.4 System

"System" section corresponds to administrative actions operated by system administrators or broadcaster IT/IS managers. It is divided into five parts which will be discussed respectively in tables 5, 6, 7, 8, 9 and 10.

		2	SM-	Varia	ables				
System options	Variable list								+
🗱 Variables	Search:								3
Congines	GENERAL								5
Notifications	Title	Name 🗕	_	Value	Description		Editable		Actions
	Id of template for notify editors	ID_NOTIFICATION_EDITOR	2	4	Notifications Template for available file to subtitler. audiodescriptor or signer		1		*
	Interval to generate keyframes	KEY_FRAME_INTERVAL		0.1	This variable is used to generate keyframe from uploaded file of the asset	is taken	1		٠
	PUBLISH								
	Title	Name 🔺		alue		Description		Editable	Actions
	Audio file name convention template	AUDIO_FILE_TEMPLATE		sutputFormati/la lextension1	audioFileFormatl/luidl-Imodel-lphi	Name template for all the audio files that will be requested to Cloud Renderer	2	1	*
	Default video resolutions to transcode in Packager	DEFAULT_VIDEO_RESOLUTIONS	S 1	080.720.540.480		include, separated by commas, the different resolutions that will be de default parameter to transcode in Packager		1	Y
	SYSTEM								
	Title	Name 🛦	Value			Description		Editable	Actions
	Days to clean finished transcodifications	DAYS_CLEAN_TRANSCODINGS	3			Set the number of days to clean transcodifications older than this value in days		1	Actions
	Audio Renderer Receiver URL	URL_WS_CLOUD_RENDERER	https://tn9 aws.com/D		pi.eu-central-1.amazon	url to audio renderer receiver starts rendering process		1	

In this section some system variables can be set or modified, for instance during the installation and customization of ACM. By default, this list is empty and IT admins create variables according to broadcasters needs. Some examples may include: Default image sizes, video keyframes generation time interval, default video resolution.

Variables are divided into three categories:

- **GENERAL:** corresponds to general interface variables.
- **PUBLISH:** corresponds to variables related to web service in general.
- **SYSTEMS:** corresponds to system variables.

1	With this tool, the user can search through the existing variables.
2	List of existing variables with their characteristics, by clicking on the variable's name, the user is redirected to an edition page
3	By clicking on the positive sign, the user is able to create a new variable

Table 5: System variables

Accessibility Content Manager

			- IVI -	Engine	5					
pciones del sisten	ma Engines St	atus list								
Variables	Buscar:	₫ 1								
Enumeraciones	1 2 3 4 >	trabajos por página: 25		2				encontri	ado   Mostri	rando :
Motores	ID Video ID	Nombre del archivo	Fecha de creacion	Fezna actualizada 🚽	Estado	Nombre de archivo original.	Tamaño	Reintentos	Tipo	Ao
Notificaciones	370 736	small_200317_124523_200605_150822.mp4	2020-06-05 15:08:22	2020-06-05 15 08:22	Finalizado	small.mp4	215.58 kB	5	LQ	
Translation rings	369 735	small_200317_124523_200605_150821.mp4	2020-06-05 15:08:22	2020-06-05 15:08:22	Finalizado	small.mp4	374.64 kB	5	LQ	
	368 735	small_200317_124523_200605_150821mp4	2020-06-05 15:08:21	2020-06-05 15:08:21	Win allow die	small.mp4	374.64 kB		LQ	

This section shows the working queues of the ACM engines (background processes without user interaction). New engines can be added in the future. Some examples may include: Transcodification of multimedia.

1	With this tool, the user can search through the existing engines
2	List of existing engines with their characteristics

#### Table 6: System engines

			SM - Notifications	
🔒 🛓 Users 🔺 Profiles	🕮 Languages 🏩 System 📓 Logs		100 Englain 🗸 📴 配 配 England England (1995) 🗰	<sup>n 50</sup> (+) (
System options	Notifications Templates			-
Variables	Search:	1		3
Enumerations	notifications per page 8	÷	found i	Showing 1 to
	ID Name A	Subject	Body	Actic
Contraction Contraction	4 Mail to notice editors that there is a new work to do	New (#TYPE_INSTANCE) file assigned to you	+Hello. +Hello. +Pathon boxp.imtYPE_INSTANCE] file has been assigned to you on the ACM  +pathone action of the ACM	«/p»
Notifications	9 nou	New (#TYPE_INSTANCE) file assigned to	/#INSTANCE_METADATAl/#INSTANCE_METADATAl	

This section lets the user configure notification and mailing templates using a special form. The form is shown in figure 4.

1	With this tool, the user can search through the existing notification templates.
2	List of existing templates with their name, subject and body, by clicking on the name, the user is redirected to an edition page.
3	By clicking on the positive sign, a creation form is opened.

**Table 7: Notification templates list** 

System options	Edit notification
tor Variables tor Engines ► Notifications	ID: 4 Name: Mail to notice editors that there is a new work to do Subject: New l#TYPE_INSTANCEI file assigned to you
	Allow delete:

#### Figure 4: Template edition/creation form

				SM	- Enumar	ations			
Opciones del sistema	Géneros	Calificaciones	Etiquetas	Tipos de imágenes Nombre Romantic Drama Comedy kids	CDN de Publicación	Archivos de publicación	Resolución de la publicación Orden 1 2 3 4	Pr-eajustes de publicación	Attribute keys
A place to let u			custo	mized en	umeration	n variables :	and edit ther	n as they w	ish to be
Some example variables, attri	s may	y incluc	le: Pro	ogramme	genres, ra	atings, tags,	image types	, publicatio	n (airing)

#### Table 8: Enumerations

		SM - Translations	5	
Opciones del sistema	as Audiodescription Type diama DB text	ldioma	Descripción	Ai
😳 Variables	Pending	English	Pending	
Enumeraciones	Pending	Español	Pendiente	
🗘 Motores	Pending	Français	Pendant	
Notificaciones	In nonvace	Ennlish		

For direct translations of database strings based on available system languages (currently English, Spanish, French).

#### Table 9: String translations

1D 2	Name Telecinco	Description	Action
2	Telecinco		
	BE MAD		<u> </u>
3	CUATRO		
4	DIVINITY		<b>i</b> 2
5	ENERGY		<b>i</b> 2
6	BOING		I C
7	TEST		<b>i</b>

#### Table 10 Channels

## 4.1.5 Logs

Logs section can be important for administrative tasks especially when an incidence occurs on the interface. Table 10 shows the interface.

					SM - Logs		
Logs	Log list						
Notification log	Initial date	1	Tinal date:	tevel:	• User • Code • Wo	rd: Q 👌	
🖥 Logs	1 2 3 4	5 6 7 8 9	10 5 35 355	lo	gs items per page: 25	logs found 7361	Showing 1 to 25
	ID - Leve	Environment	Code	User Date	Description	Backtrace	Table
	7361	cm	folders	enric 2019-03-11 13 32 15	Folder' kim 'successfuly created	RLogger->Escriu_Logafolder.class.phptg6il folder- >update@modify_folders.inc.php(37)l frequire_oncegassets.phptg20)1	162
	7360 🔴	sm	notifications_templates	ennic 2019-03-11 12 37.41	Transcoding 'Mail to notice editors that there is a new work to do successfully updated	ILogger->Escriu_Loggenotification.class.phpt3g3il Inotification- >updategemodify_notifications.inc.phpt3g3il (require_onceginotifications.php(st1)	4
	7359 🔴	cm	subtitios	ennic 2019-03-06 13:02:27	2	III. Cogaro - Horne Log. 28(20) gete Melle cisco providual in ukrtis- wockstergemotify assets for protocol isoso-1- wockstergemotify assets for protocol IV/RVATE tacktelles SET filteriama-laga_Tells_abertsworksite_isosom	355
	7358 🔴	management		ennic 2019-03-06 12:42:13	You have an error in your SQL syntax, check the manual that corresponds to your MySQL server version for the right syntax to use near WHERE dates (2013-03-1" at line 3	IILogger-Secriu, Log. BBDD@report class php135il (report- >getFinishedggetFinishedFiles php12il (Faled to write report for finished filename "	0
	7357 🔴	management		envic 2019-03-06 12.42.13	You have an error in your SQL syntax, check the manual that corresponds to your MySQL server version for the right syntax to use near WHERE date< 2010-03-1" at line 4	ILogger->Escriu_Log_BBDD@report class phptiz2II freport- >getUploadsiggetUploads phptizII (Failed to write report for new files filename *	0
	7368 😑	management	login	envic 2019-02-19 14 08 58	Incorrect user or password. J enric	ILoggir ->Escru_Logglogininc.php/8gil (require_oncegastets.php/solil.linequire_oncegassets.php/gil.li	0

This section lets the user check the logs at the system level. All events happened on the platform are registered here with their useful data. These can be user, system, background and interconnection events.

1	With this tool, user can search through the logs based on various factors (date, user, section, level of event, code, word).
2	List of existing logs with their name, level, date, description and backtrace.
3	Notification logs are a list of notifications sent to the responsible person.

Table 11: Logs

In this sub-chapter, the following scenario is elaborated to clarify SM functionality. This scenario is an example on how to create a new profile for subtitle managers, setting the access permissions of this profile conveniently and then creating a new user based on this profile.

- 1. We enter the form (table 3) and we create a new profile named "Subtitle manager".
- 2. This profile aims to people who want to manage the subtitling workflow.
- 3. Figure 5 shows the specifications of this profile, note the permissions this profile has.
- 4. Next move, we go to User creation form to create a new user, now it is possible to assign the profile we just created to the new user, figure 3 shows how it is done.

🔬 🕹 Users 🔒 Profiles 🖽 Languages 🌩 System 🖺 Logs		English V 24 CM ED PU	
Edit profile			
ID: 18			
Name: Complete demo			
Description: ACM - ecitors			
Superuser:			
Read Create Edit Remove			
Tree branches:			
New tree branch System Management interface permissions:	Content Management Interface permissions	Editor interface permissions	Publication interface permissions:
Read Create Edit Remove	Read Create Edit Remove Download	Read Edit Subtite Audio-description Signed Language	Read Edit
Users		Videos 🜑 🜑 🜑 🜑	Publish 💽 💽
Profiles	Bin 🌑 💽		
Human resources	Reports		
Languages			
System			
Logs			
Playlat interface parmissions Read Edit			

Figure 5: Creating the "Subtitle manager" profile

## 4.2 CONTENT MANAGEMENT INTERFACE

Content Management interface is the place where all the access service contents can be found, managed and controlled. It is divided into the following subsections that are explained in the next sub-chapters:

- Assets management of assets with their matereals, access service contents and production works
- File view management of access service files directly instead of being found in assets
- Bin a temporary bin to keep deleted assets
- Reports stores statistical data and information about the CM

### 4.2.1 Assets

Due to the importance of CM and assets, this interface is going to be explained section by section. Figure 6 shows assets main page.

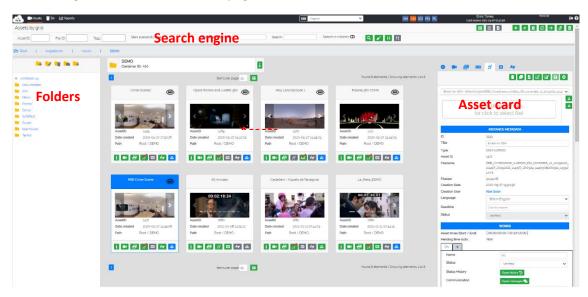


Figure 6: Assets main page

The contents are organised in a structure called "Assets". Each asset is created to manage the production and cataloguing of access service files (ST, SL, AD) in different languages for one 2D or 360° programme. It also contains all the necessary metadata to describe the asset and its instances (an instance is a version of the programme, such as the LQ video, a subtitles file, etc.).

It is both possible to create a single asset by the button on the top right or create multiple assets via another button in the same place (see Annex I). Assets can also be created automatically by the background process of importing LQ videos from an FTP folder or using the dedicated API call.

At the creation phase, the user is required to upload the 2D or 360° video and enter some metadata and to finally save the action. As a result, an asset is created as in figure 7. This illustration demonstrates how an asset looks like. As seen, some icons are still in grey which means there are no instances or data available from that type of content. However, video is uploaded by the user so the video instance and the genral metadata have turned green.

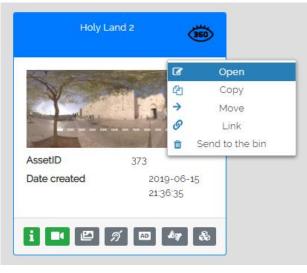


Figure 7: Asset card

By right-clicking a user is able to perform typical actions on the asset such as moving it to another folder, copying it to another folder, linking it or sending it to the bin (all actions can be done by using complementary buttons on the top right – see Annex I). Additionally, it is also possible to open the asset card. Next, we are going to see what is inside an asset card known as asset forms.

## 4.2.1.1 ASSETS FORMS

As demonstrated in 3.3.1 the assets list contains all of the available assets with their metadata and files. Table 12 shows what is observed when an asset form opens.

	CM - Asset card	d and its form	
		General	
fou	nd 8 elements   Showing elements 1 to 8		
Holy Land Episod		AssetID	1681
1 100 2010 20100	360	Title 2	Castellers - Xiquets de Tarragona
		Synopsis	
or moly Las	30	ProgrammeID	-11 P1022142
AssetID 1470 Date created 2020-	05-27 15:49:03	Episode Nº	
Path Root / D	DEMO	Season Nº	
i 📑 🗗 🚿		Availability start	Click to choose
		date Availability end	Click to choose
60 minute	e.	date Folders	Root /DEMO
		Original Language	Catalan
00:02:18:	24	Video type	2D video
	- / >/	Rating	
		Created by	Alex Soler
AssetID 1680 Date created 2021-0	01-08 14:25:12	Updated by	Alex Soler
Path Root / D		Date created Last updated	2021-01-11 07:44:03 2021-01-22 09:47:14
		More metadata:	
i 📑 🖻 🚿	Ay &	Genre:	× Choose genre e.g. Drama
2	General information form w 1. Title and comments 2. ID of the programm 3. Episode № 4. Session № 5. Availability	t it does not ex vith:	tance is available right now and ist any)
	6. Original Language		
	7. User who has create	ed it with relat	ed dates
	8. The directory of the	e asset in the fo	lders
	9. Other useful metad	ata	
1	Access to the general inform	nation form (se	ee table 12)
	Access to the video form (se	ee table 13)	
<b>2</b>	Access to the images form (	see table 14)	

	CM - Asset card and its form				
Ń	Access to the subtitle form (see table 15)				
AD	Access to the audio description form (see table 16)				
lage -	Access to the sign language form (see table 17)				



## Table 13 demonstrates in detail the video form of an asset.

CM – Asse	t video form
Upload a video file: Trag & drop file here	The left image shows the video form
1 (or click to select file)	1 A place to upload a new video file from the hard drive
	2 A button to download the existing video to the hard drive
Duration: 00.04.47000	3 A preview of the video shown in keyframes from it. Clicking on a keyframe takes you to that moment of the video. Right click shows you options
00 26 07	<ul> <li>4 Video player but in a small scale alongside with video control buttons (play, pause, stop, etc.)</li> </ul>
ID       252         Asset ID       343         Filename       497288-Life_OT_Mars-low.mp4         Filesize       1752 MB         Creation Date       2018-10-0114/2332         Creation User       Partners Test         Duration       000000	<ul> <li>5 General information of the video:</li> <li>ID (unique)</li> <li>Asset ID (unique)</li> <li>File name</li> <li>File size</li> <li>Creation date</li> <li>Creator</li> <li>Video duration</li> </ul>

Table 13: Asset video form

CM – Asset Image form 6 The left image shows the image form 8 A place to upload a new image file from 1 1 the hard drive. When the image is uploaded to the server, the user needs to choose a type for it. The image types 2 are configurable in enumerations in SM. However, Thumbnail and poster are by default added to the system. 2 Image gallery, possible to view/delete images of different types In addition to uploading images from 3 PC, it is possible to choose an image from the video keyframes (see table 11). By right clicking on a keyframe, the user can choose an image type and Trailers send it to image gallery. 0:00 / 0:05

The next form is for "Images". Every asset may contain several images which either can be uploaded by the user or be chosen among video frames. Table 14 shows more details.

Table 14: Asset Image form

The remaining forms of the Asset for the Access Service instances such as Subtitles (ST), Audio Description (AD) and Sing Language (SL) are quite similar. In table 15 we see what these forms contain. We have chosen ST in the table and have eliminated AL and SL for convenience, as ST form contain all of the information and it is the one with more options (some specifics of the AD and SL are also explained in table 15).

0 <b>•</b> 5		The l	eft image shows the ST form
Dra	ES_60_minutesxml	1	A place to choose the preferred instance (with metadata and ST file because an asset can contain multip ST files by language and type
ID Title Type Asset ID Filename Greation Date Creation User Language Deadline	2031 SDH subtitles 11338 1680_ca_ES_60_minutes xml 6.10 kB 2021-03-05 11:50:37 Alex Soler Catalan	2	A button to upload an ST file from t hard drive with various formats. To th date following formats are available f ACM: <b>ST:</b> .SRT, WebVTT, TTML (IMSC), EB TT(D), .SBT, .STL, .SBM, .PAC, .RAC, .8
Status Asset times IStart A Pending time slots W1 + Name	Pending         V           WORKS         V           r Endl: [00:00:00/00:01:07:00]         ::           Non         V/rg		AD: .NAR, .AD, ADPT (TTML2), ESE .BWAV, WebVTT, audio track SL: TTML-based format
Status Status History Communication Users	Pending Enric Torres at 2021-03-05 20:06:26 Open 9 history Open 1 messages	3	A button to download the existing f to the hard drive, with option to l exported in various formats
Can edit setting Start time End time	Js No v 00.000000 00.0107.00	4	<ul> <li>Instance metadata:</li> <li>ID and Asset ID (unique)</li> <li>Title and type</li> <li>File name and size</li> </ul>
Total subtitles Last TC out Aspect Ratio Profile 1 2 > ID Subtitle 1 TCIn: 00.00 Longitude (	PREVIEW 11 00:00:51.640 16.9 http://www.w3.org/ns/ttml/profile /imsc1/text 18.800 TCOut. 00:00:20.640 20		<ul> <li>Creation date and user</li> <li>Language</li> <li>Deadline</li> <li>Status (see table 14 for deta on status)</li> </ul>
p2 TCIn: 00:00 Latitude: 0.0 Longitude: 0.0	) nguts al programa. 20640 TCOut. 00.0024.640 0.0	5	A section called Works to create an assign the production works to producer, change the status of the work, preview its history an communication messages between producer and broadcaster. Whe assigned, the producer is able to set their production works in their working space (ED).

CM – Access service	e form	s of the asset
	6	Preview of the ST file
	Î	Deletes the file
	L	Copies (Clones) the file with existing TC to a new ST instance with possibility to choose new ST type and language.
	<b>4</b> 1	Adds a new ST instance with an empty ST file to be produced (possibility to choose Title and language)
	C	Runs the corresponding Online Editor with the LQ video and ST file
	8	Saves the changes (if no change is detected, the button is disabled)
	Ş	This button which only exists in the AD form, lets the user import mp3, wav and m4a audio tracks. These tracks are converted into AD files automatically with segments (at the moment of importing, choosing type and language is possible). The silences are detected to determine time codes for conversion of this track to an audio description file
	-5	This button only exists in AD and SL form and it is used for the following cases:
		<ul> <li>When in AD, it lets the user chooses from an existing subtitle files in the same asset to be imported as an AD file with the same timings and script.</li> </ul>
		<ul> <li>When in SL, it lets the user choose from existing subtitle files in the same asset to be imported as an SL file. This import helps the user to have the same timing and script from ST in order to transform</li> </ul>

CM – Access service	e forms	s of the asset
		the format to a sign language file and it facilitates the procedure, mainly when the sign language interpreter is deaf or hard of hearing.
	8	Closes the form

Table 15: Access Service forms of the Asset

Table 16 explains in details the different status types of any work would bear. These statuses are marked by the user or automatically and corresponds to the condition in which the work is in. The access service instance status is the worst of its work statuses.

	Work status
Pending	At first all instances and works are at this status by default and when created
In progress	Once the producer has started a work, the work status changes to "In progress"
Completed	When the file is finished by the producer, they can change the work status to "Completed" from the work card in the ED interface.
Verified	After the production work has being completed the broadcaster's Quality Assurance Department needs to either validate or reject the file after reviewing it. If everything is correct, the work status will change to " <i>Verified</i> ".
Rejected	After being completed the broadcaster's Quality Assurance Department needs to either validate or reject the file after reviewing it. It is possible that they have some comments on the work and not satisfied with the result, for that they change the work status to " <i>Rejected</i> " along a rejection note for the producer. In this case the work will automatically be assigned again to the producer who will be able to answer the rejection note and proceed to the completion of the work.
	An example of how a status history of a work looks like is seen in the figure below. This dialogue appears when clicked on the "Open history" button in the work form on the asset card. Communication messages can also be used (see table 18).

Status History	C
Alex Soler Rejected	2021-03-05 15:42:45 ′
Enric Torres Rejected	2021-03-05 16:05:21
Enric Torres Rejected	2021-03-05 16:06:49
Alex Soler Rejected	2021-03-05 19:17:14
Alex Soler In progress	2021-03-05 19:17:39
Enric Torres Pending	2021-03-05 20:06:08
Enric Torros	2021 02 05 20.02.20

Table 16: Work status

## 4.2.1.2 ASSETS CATALOGUING

This CM allows the user to manage and catalogue the assets and also their contents and properties individually. How an asset is managed and edited was explained above. Let's take a look on how the assets are catalogued. In addition to actions and buttons explained in the previous chapter and also In Annex I, there are two ways to catalogue assets as indicated in 3.3 introduction:

- By metadata (when in metadata view), so to find an asset the user needs to use the search bar on top.
- By folder tree (when in hierarchical view), so only assets in the folder are shown.

There is a small folder icon on the left of the tree branches list (see folder icon in figure 8) which lets the user switch between metadata view and hierarchical view. When the icon shows a closed folder the metadata way is selected, when it is an open folder the hierarchical way is <u>s</u>elected.

When in metadata view if the user uses the search engine on the top, the search will be performed in all the database but only from the folders that the user has access rights.

IN hierarchical view, folder tree of CM have the objective of creating a more flexible and organised interface. They can contain assets in its folders which are editable. The folders which are accessible by the user are those that are in the tree branches defined and configured in the profile of the user from SM (see table 3). The tree branches which are granted access to the user

will appear on top of the CM interface page (see tree branches list in figure 8). If the user uses the search engine on the top, only the results in the specific folder and children folders (if the "Search in children" checkbox is marked) will appear as a search result.

It is possible to create/delete/edit/move/copy folders and navigate through them. Navigating by folder comes in handy when the work volume of broadcaster is high and the programmes are numerous, so the user can organise the work based on criteria they look for (based on schedule of emission, importance, channels, etc.).

There are basically two methods to perform basic operations on folders such as edit, copy, etc: by buttons on the top of the folder tree or by right-clicking on any of them.

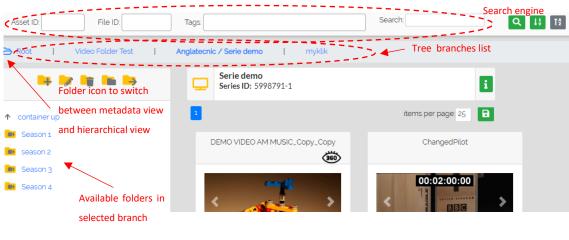


Figure 8: Folders and branches in CM

## 4.2.2 FILE VIEW

In addition to the points mentioned in previous chapters, CM gives the user the possibility to navigate through assets and their instances in three different modes. The default mode elaborated earlier views assets as a collection ("List view "or "Grid view"). However, in addition to these, it is possible to switch to a "File view" that shows not assets, but all the access service files available on the folder. By file, we mean three different access service file types available (ST, AD and SL). Like assets, files can either be displayed on metadata view or hierarchical one. Table 17 displays more information in this sense.

This view is very useful for the quality assurance (QA) department users that need to find the files that have the "*Completed*" status and therefore they can review them and set the new status to "*Verified*" or "*Rejected*".

	CM - File view	
Contenents     Contenents     Contenents     Here     Here     Here     South     South     South     Tenen     South	Sect salability time     End salability time     Sect on balanting     Image: Section on balanting     Imag	
This view gives the	This view gives the user the available access service files	
B	This is the button that gives the user this view on the top menu	
1	On the top of the page, there are search boxes with following criteria: <ol> <li>Free search</li> <li>File type which can be either: <ol> <li>Subtitles</li> <li>Audio description</li> <li>Sign language</li> </ol> </li> <li>File status</li> <li>Language</li> </ol>	
2	List of files with following information and the possibility to order by them: 1. ID 2. File name 3. Asset title (programme title) 4. Creation date 5. Last updated 6. File size 7. Language 8. Status 9. Producers 10. Asset ID 11. Type	
3	It is possible to navigate through files by folder hierarchy as well	

Table 17: File view

Bin acts like a recycle bin for the system. Contents which have been moved to bin cannot be edited or changed but it can be restored back into Assets or can be deleted forever.

## 4.2.4 REPORTS

In this subsection, we can check out the statistical data and information showed in an interactive manner that can be understood by all users. To this date, three charts are displayed:

- Downloaded files
- New files
- Finished files

We can search through this data by date. Figure 9 shows the page clearly:



Figure 9: Reports

## 4.3 EDITOR INTERFACE

This is the interface specially destined to access service producers and lets them view their previously assigned works, search through them and more importantly gives them direct access to integrated online editors (there are separate user manual for each online editor such as Web ST Editor, Web AD Editor and Web SL Editor). Table 18 shows more details.

ED - Work list		
Search bar (1)	With this tool, the user can search through their assigned production works based on work type (ST, AD, SL), status and media type (2D, 3260 <sup>o</sup> , audio), and view them alphabetically, including finished works or not. Each card on the interface correspond to a work for the producer.	
Work icon (2)	These icons show the type of production work: it can be either a subtitle, a sign language, or an audio description work. The colour of the row shows the status of the work ( <i>Pending</i> : in grey, <i>In progress</i> : in yellow, <i>Completed</i> : in blue, <i>Rejected</i> : in red, and <i>Verified</i> : in green).	
Work status (3)	The user can view the status of the work and only can changed it to <i>Completed</i> when the work is finished.	
Online Editor (4)	By clicking on this button the corresponding Online Editor will be executed with the video file, metadata and the access service file for the production with specific ID number.	
System language (5)	ED interface and the Online Editors are available in different languages. There is an option on top right of the ED interface page to select the language which will be saved as the user preference for all the interfaces and editors.	
Communication messages (6)	Communication messages between the producer and the broadcaster can be done through this option. For instance, when a work is <i>Rejected</i> by the Accessibility Quality Assurance Department of a broadcasting station, the person who has rejected it needs to explain and justify the reasons of the decision to the producer. The producer is able to see this justification by clicking on the Communication icon in the work card on the ED interface.	

Then the user can either accept the just progress" or send back an explanatory	·
Communication	٥
Enric Torres	2021-03-05 20:06:08
W1 message	
Alex Soler	Now
Thanks, I will review the file and upload it again.	
Enter a new message:	



# 4.4 USE CASE

Now that the reader is familiar with every section of ACM, we will explain how it works through a given scenario. The complete workflow is shown in figure 10.

- 1. When the broadcaster requires access services for a programme (point 1 of figure 10) an asset corresponding to that programme is necessary in CM and it can be created in either of the following ways:
  - a. Manually using the top right buttons to create a new asset (see annex I), uploading the LQ video of the programme and editing its metadata.
  - b. Automatically by receiving a LQ video of the programme via FTP (point 2 of figure 10), or by a background process using the API.
- 2. After the asset with the LQ video is created there are some typical operations for assets like moving, copying, linking and erasing.
- 3. The user goes to the desired access service form when a new access service instance is required, creates a new instance (with an empty access service file), and edits its metadata (see table 15).
- 4. From the new instance, the user assigns the work of producing the access service file to one or various producers such as subtitlers, audio describers or signers who comply with the criteria for this specific production (point 3 of figure 10). Optionally, the user can create various works to distribuite the production to different producers, each work with its start time and end time parameters will be assigned to producers (by default there is only one work from the start time to the end time of the asset).

- 5. From the ED interface a producer (professional or external service provider) performs the production works that have been assigned to them using the Online Editors (point 4 of figure 10) and when each production is finished, the producer changes the corresponding work status to "*Completed*" (point 5 of figure 10).
- 6. Once the production work is set to "*Completed*", the access service file (the same access service can be divided in several files if the production is distribuited in several works) is ready to be reviewed and validated by the broadcaster's quality assurance (QA) department. One good recommendation to the QA user is to change the CM interface to "File list view" and order the files by their status to find out which production works are completed in order to review them. After review they either change the work status to "*Verified*" or "*Rejected*" alongside a rejection reason note to the producer (point 6 of figure 10). When rejected, the work is automatically re-assigned to the producer with the rejection reason in the communications dialog.
- 7. Once the access service status is verified (only when all the works of the access service instance have the verified status), the broadcaster's play-out system or other publication systems can access the access service files in order to air or publish the access service (point 7 of figure 10). For this it is necessary that the platform is fully integrated with the broadcaster's systems.

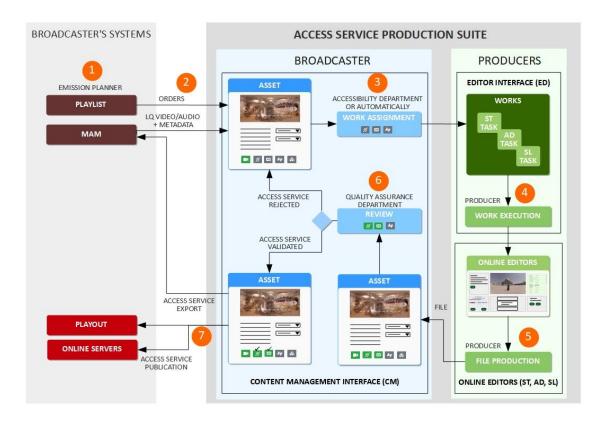


Figure 10: Production and publication/airing workflow

# ANNEX I: ICONS GUIDE

lcon	Usage
<i>গ</i>	Subtitle form
AD	Audio description form
¢\$	Sign language form
Ð	Image form
	Video form
i	General asset information form
•	Communications
୭	Status history
↓ <sup>1</sup> <sub>9</sub>	Sort assets by numerical order
12	Sort assets by alphabetical order
1	Switch to file view
	Switch to list asset view
	Switch to grid asset view
+	To be used when the user wants to add a new asset
	When the user wants to import assets from FTP where the high resolution video resides
Q	The user selects one or various asset (for multiple selection use the Ctrl key) and with this button chooses the destination among folders where they are copied
<b>→</b>	The user selects one or various assets (for multiple selection use the Ctrl key) and with this button chooses the new destination among folders where they are moved
*	A button to "Select all" assets in the page
다	Upload and create <b>multiple</b> assets using a dialogue

lcon	Usage
Ê	This button lets the user edit <b>multiple</b> assets common characteristics at once
G	The user selects one or various assets (for multiple selection use the Ctrl key) and with this button create links to them
Ô	The user selects one or various assets (for multiple selection use the Ctrl key) and with this button erases them
	Publish assets with at least one verified access service file (it turns blue)
	Save changes (when no change is made, the button is disabled)
J	Create a new instance in a new language from the current access service intance (TCs are kept)
Ľ	Open the Online Editor with the access service file
-5	Import new AD/SL file from an existing ST file from PC
<b>e</b>	Import an audio file from PC in order to use it as an AD instance
8	Close asset form
<b>1</b>	Upload file for the instance
Ł	Download file of the instance
÷	Add a new instance
5	Restore the asset inside bin back to asset list
٢	Delete the asset in the bin forever
-+	Add a new folder
	Edit folder
	Send folder to the bin
	Copy folder
	Move folder