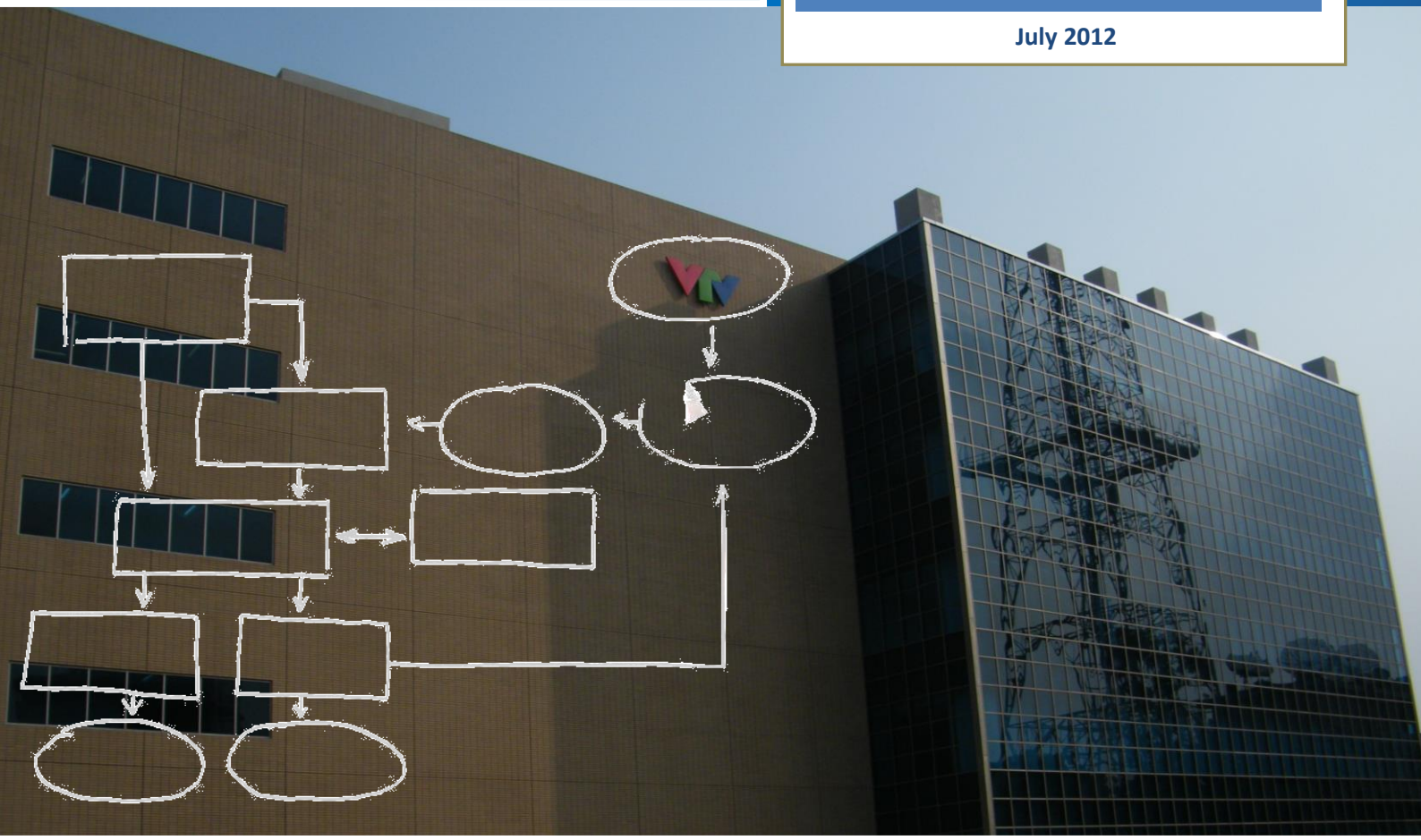
PROJECT

Etere

a consistent system

VTV:

Guide to the Censorship and Federated management system



July 2012

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1. INTRODUCTION

VTV, Vietnam Television, the national broadcaster of Vietnam is the only nation-wide TV in Vietnam. **VTV** was formed on September 7th, Vietnam Television became an official name on April 30th 1987 and since then it's also become the national television. At present, **Etere** has a strong relationship with **VTV**, based on years of management of the VTV's nine channels playout by using an Etere system, a choice that has permitted **VTV** to achieve an operative efficiency while meeting audience's quality expectations.

Due to the importance and critical nature of censorship operations, Etere has provided **VTV** with an **Etere MERP solution** able to manage all the activities -from initial editing to the final checksum- under a centralized and integrated workflow. The workflow created for this purpose will permit **VTV** to track every single step of the censorship and federated processes, giving operators the tools and functions required to reach the maximum of efficiency and reliability:

- **Censorship management**, a streamlined censorship which automates all operations and integrates editing and re-versioning capabilities to produce a suitable final content.

- **Federated management**, a sophisticated management of content between VTV Archive and VTV VNTC, including asset export and automatic remote retrieval capabilities.

The use of **workflow technology** will permit TVT to significantly improve its censorship process by introducing on it the use of a series of enterprise capabilities including:

- Intelligent and tailored workflow which faithfully reflects the censorship,
- Clear abstraction of censorship tasks with custom results, roles and rights,
- Detailed logging and monitoring from a single interface,
- Scalability for including more custom workflow actions at any time.

This paper is aimed to provide **VTV operators** (editing, censorship and federate operators) with the guidelines required for start using the new *censorship workflow* and all the features seamlessly integrated on it, thus permitting the station to leverage the improvements performed on the overall management by the inclusion of key operations such as task assignments, operations tracking, email notifications, automatic media transfers and checksum generations.

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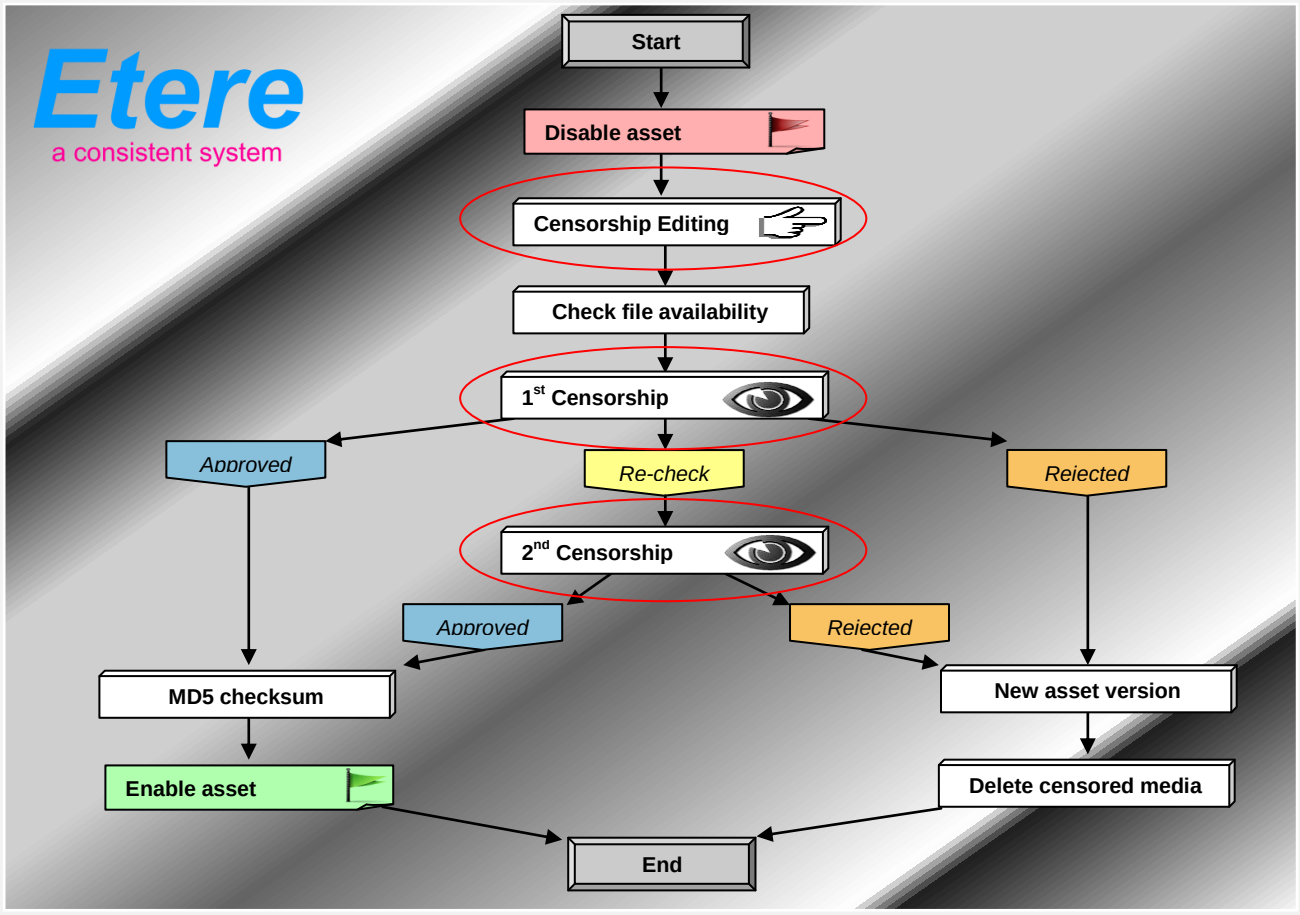
2. QUICK USE GUIDE

In order to start using Etere to carry out the censorship of assets stored in the **VTV Archive** and make them available for the **VTV VNTC** playout system through a federated system it will be mainly required to follow the steps described in this chapter which have been grouped into the following categories:

- **Censorship management** (preliminary and censorship operations)
- **Federate management** (export and retrieval operations)

2.1 CENSORSHIP MANAGEMENT

The ***new censorship workflow*** and all the features seamlessly integrated on it are clearly explained in the figure below, it illustrates the **summarized functioning** of the censorship process through a step-by-step presentation:



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As shown in the previous figure, the censorship process is formed by a series of **sequential** actions which permits to carry out the censorship process in an **organized and coordinated** way. Here will be sequentially described the tasks performed by the various involved figures:

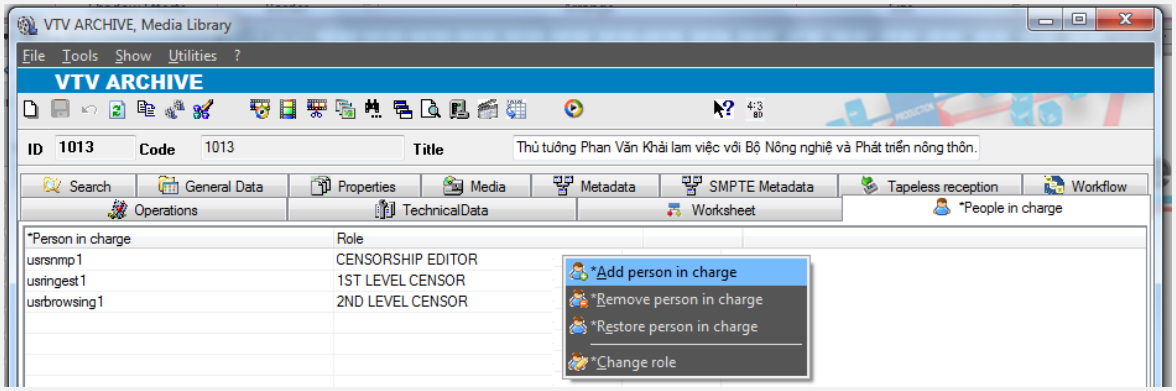
1. *Asset operators*
2. *Censorship editors*
3. *First level censors*
4. *Second level censors*
5. *Monitoring supervisors*

2.1.1 LIBRARY OPERATORS

Library operators, that is, operators in charge of creating assets, preparing them and making them available for the censorship process can use the **"Media Library"** module to perform these tasks as following explained:

i. Under the **"Media Library"** module, the operator either open an existing asset or creates a new one:

ii. Set under the **"People in charge"** section the persons and roles involved in the censorship process (to allow assigning tasks automatically based on asset operators roles), this by making right-click and selecting the proper function:



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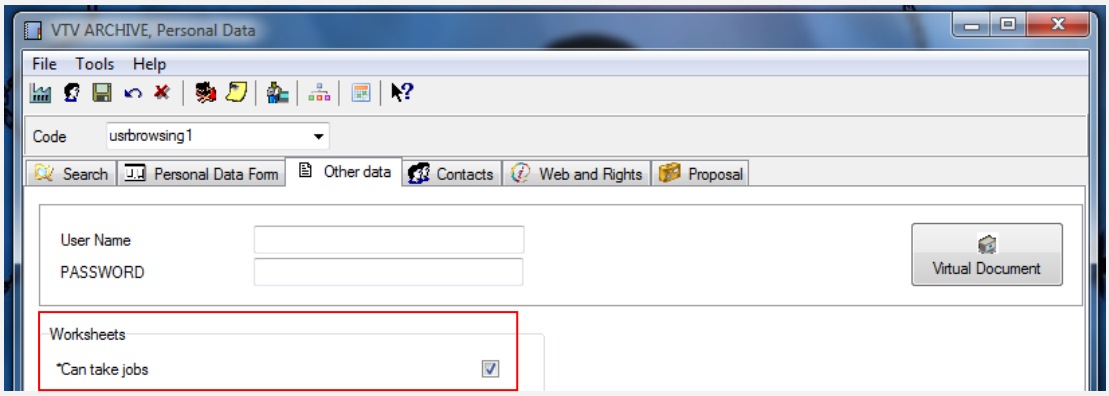
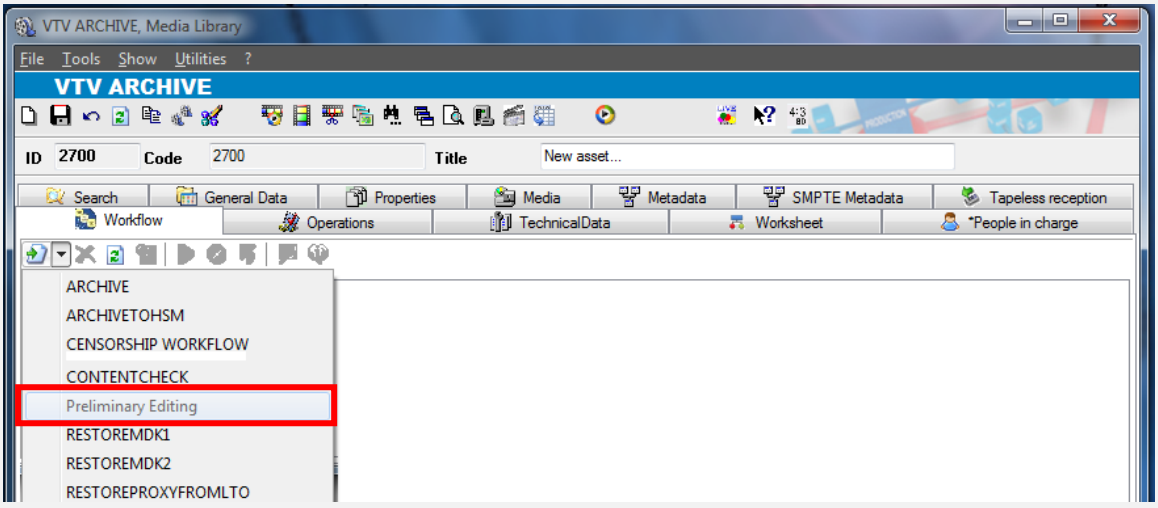
As shown in the example above, operators can be entitled to perform specific tasks (e.g. censorship editing, 1st level censor, 2nd level censor, etc.) on a certain asset. Please note that there will be available for selection only those operators explicitly enabled for taking jobs, this, under the **Personal Data** module, in the *"Other data"* tab through the *"can take jobs"* option:



iii. Attach and launch **the "preliminary editing"** workflow to automatically take an action depending on whether the asset has no linked media (the current asset will be used) or has a linked media (a new asset version featuring all metadata but no media will be used):



iv. Once the **"preliminary editing"** workflow determines to either create or not a new asset version, the ***censorship workflow*** will be launched for that asset.

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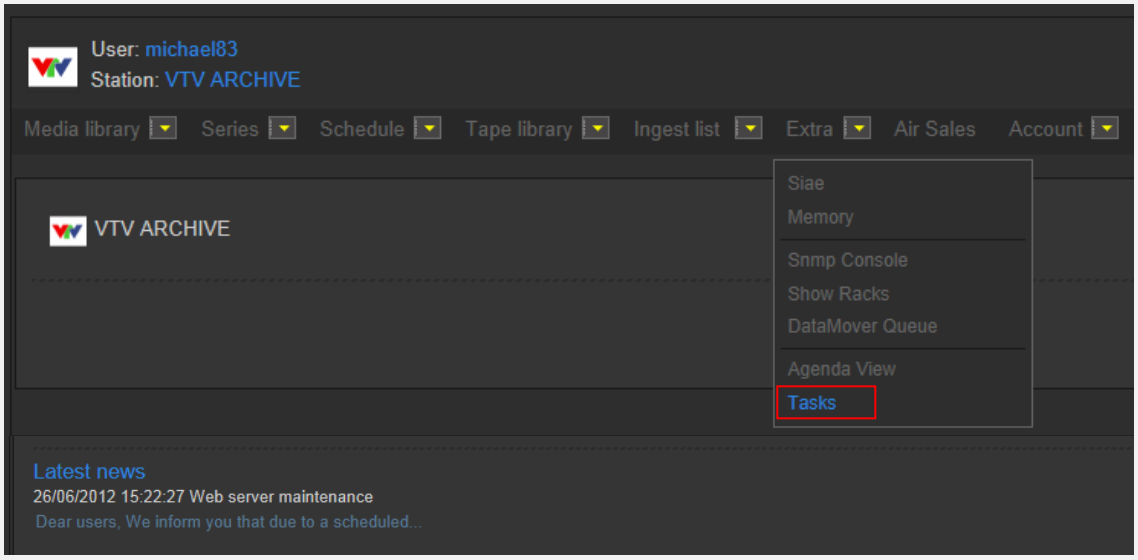
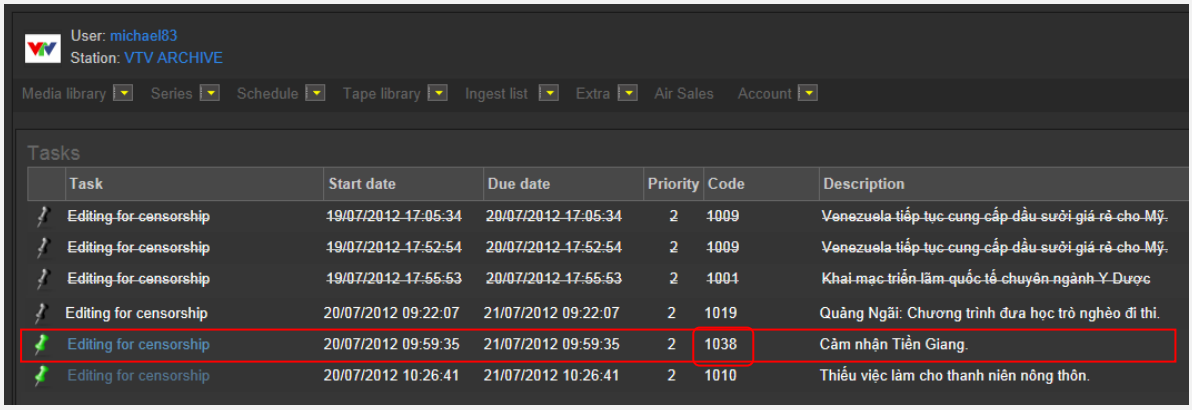
2.1.2 CENSORSHIP EDITORS

Censorship editors, that is, NLE operators entitled to edit a video content before submitting it to the censorship review can consult and perform their tasks via web as described below:

1. Launch a web browser and open the **"EtereWeb"** portal (e.g. *http://123.131.241.14/etereweb/*):



2. Navigate to the **"Extra > Tasks"** section; a new section will be loaded displaying all the **"Editing for censorship"** tasks assigned to the user logged into the web service:



Task	Start date	Due date	Priority	Code	Description
~~Editing for censorship~~	~~19/07/2012 17:05:34~~	~~20/07/2012 17:05:34~~	~~2~~	~~1009~~	~~Venezuela tiếp tục cung cấp dầu sưởi giá rẻ cho Mỹ.~~
~~Editing for censorship~~	~~19/07/2012 17:52:54~~	~~20/07/2012 17:52:54~~	~~2~~	~~1009~~	~~Venezuela tiếp tục cung cấp dầu sưởi giá rẻ cho Mỹ.~~
~~Editing for censorship~~	~~19/07/2012 17:55:53~~	~~20/07/2012 17:55:53~~	~~2~~	~~1001~~	~~Khai mạc triển lãm quốc tế chuyên ngành Y Dược~~
Editing for censorship	20/07/2012 09:22:07	21/07/2012 09:22:07	2	1019	Quảng Ngãi: Chương trình đưa học trò nghèo đi thi.
Editing for censorship	20/07/2012 09:59:35	21/07/2012 09:59:35	2	1038	Cảm nhận Tiền Giang.
Editing for censorship	20/07/2012 10:26:41	21/07/2012 10:26:41	2	1010	Thiếu việc làm cho thanh niên nông thôn.

Tasks color legend:

Soon available	The task is assigned to the user but it is too soon to perform it (i.e. its start date is not yet past).
Available	The task is assigned to the user and is waiting for being performed.
Completed	The assigned task has been successfully performed by the user.
Not available	The task is assigned to the user but the workflow has not yet arrived to it.

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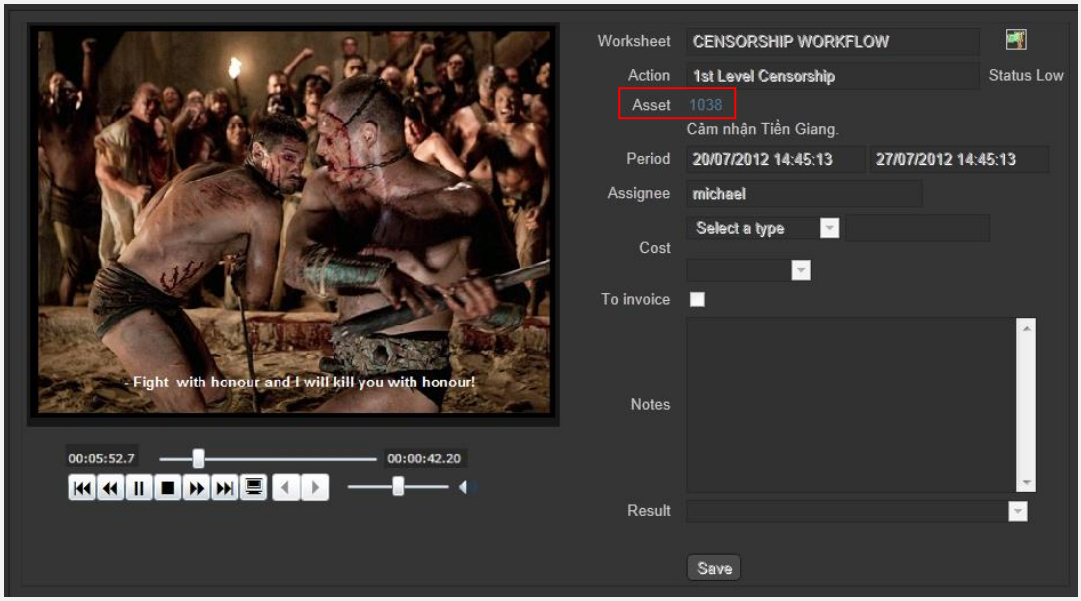
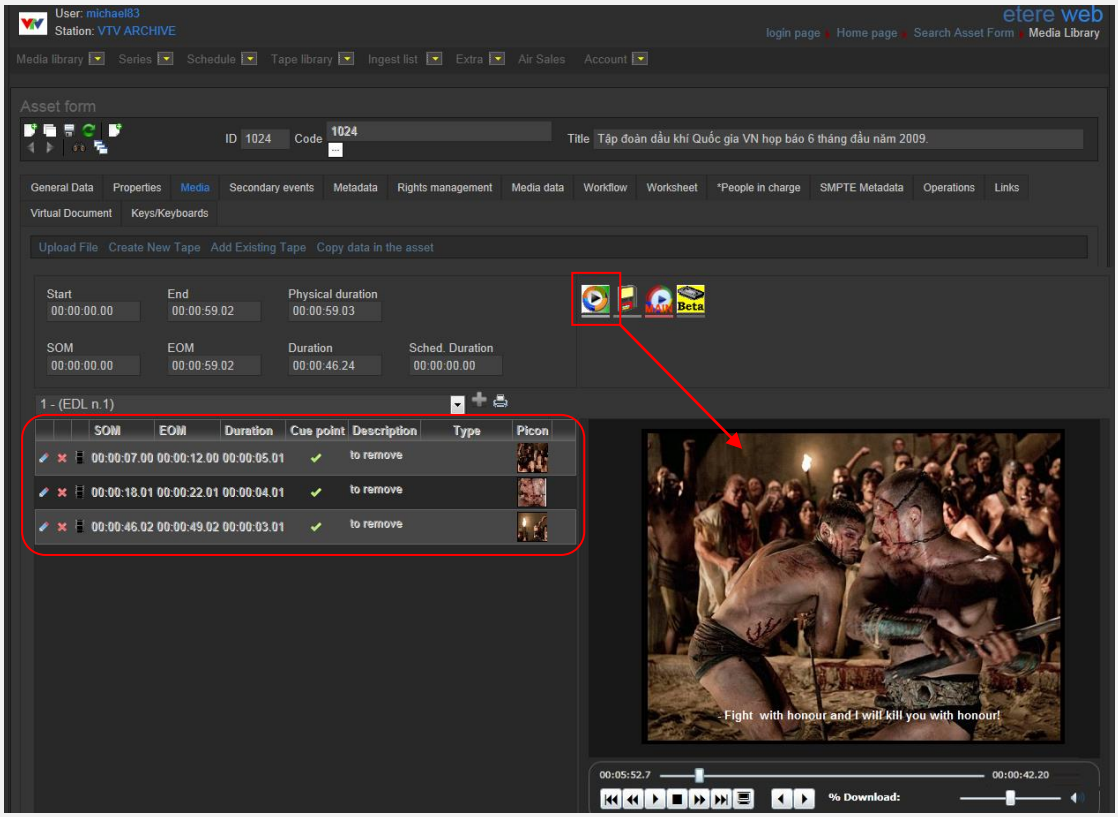
3. Select from the **task list** the **"1st level censorship"** task to be performed:



4. From here it will be possible to open the **"Media Library"** module by clicking on the asset code, then, go to the **"Media"** tab, the following functions will be available:

- **Preview** the video along with the EDL marks for editing (e.g. to be removed):



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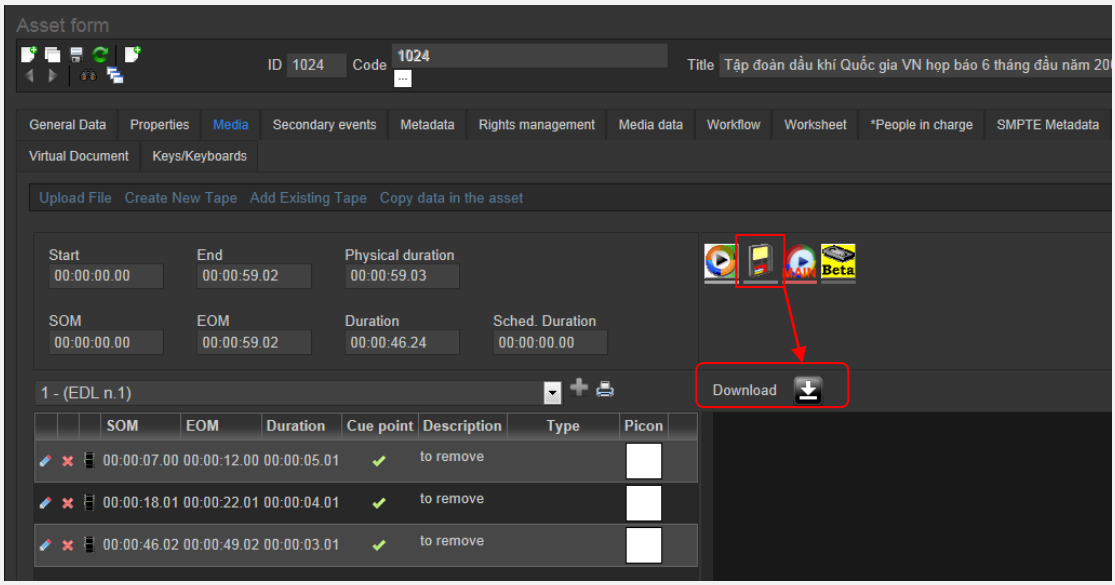
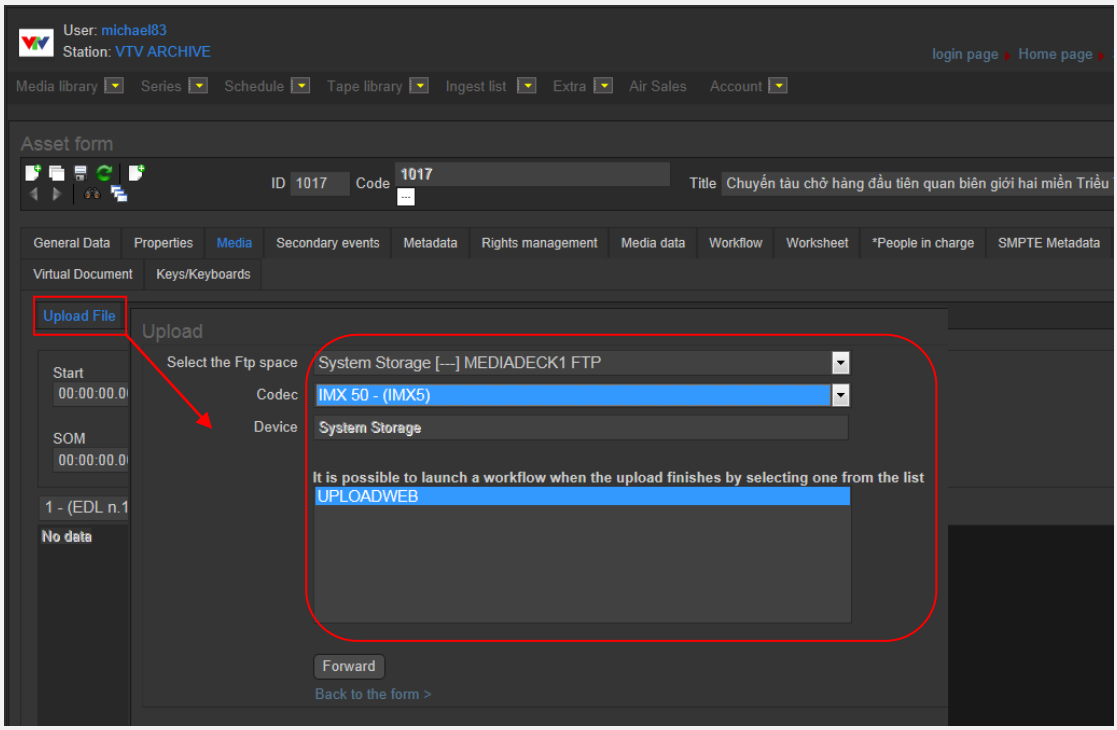
- **Download** from the archive the media file to be edited. Select the codec to be downloaded, make right-click on the download button and then choose the **"save target as"** option:



- **Upload** the edited media file into the archive. Make click on the **"Upload file"** button, select the codec to be uploaded and then browse for the file to upload:



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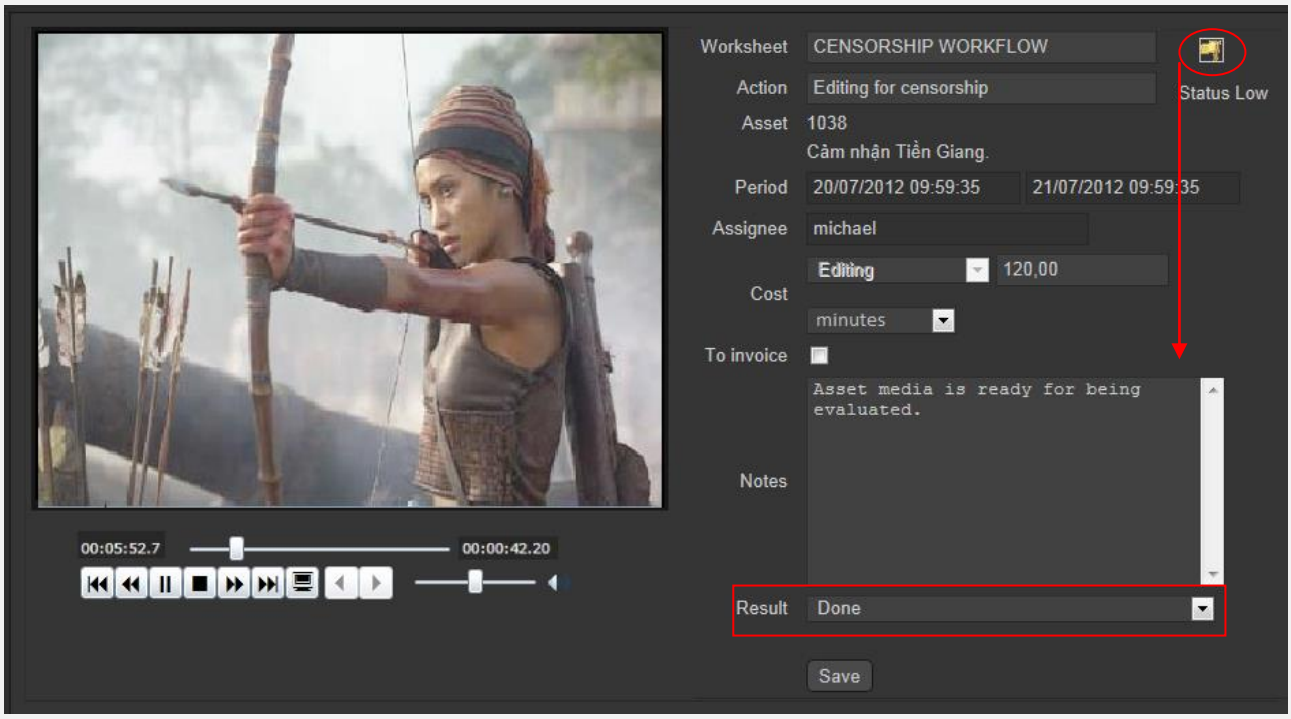
5. Once media is edited and uploaded into the archive, return to the **"Tasks"** section and compile the following worksheet data:



Cost	Set the cost value and measurement unit for calculating the worksheet cost.
To invoice	Specify if the worksheet will be either invoiced or not.
Notes	Enter a brief text regarding the worksheet processing. Indicate here, for instance, eventual encountered problems, some extra data, or any other info.
Result	Set the task result to the following available state: • **Done:** to indicate that the asset's media has been edited and loaded into the archive so the ***censorship workflow*** can move forward.

6. Once the **[Save]** button is pressed, the workflow will verify the availability of the **edited media** in the archive, after which, it will be submitted to the **first censorship review**.

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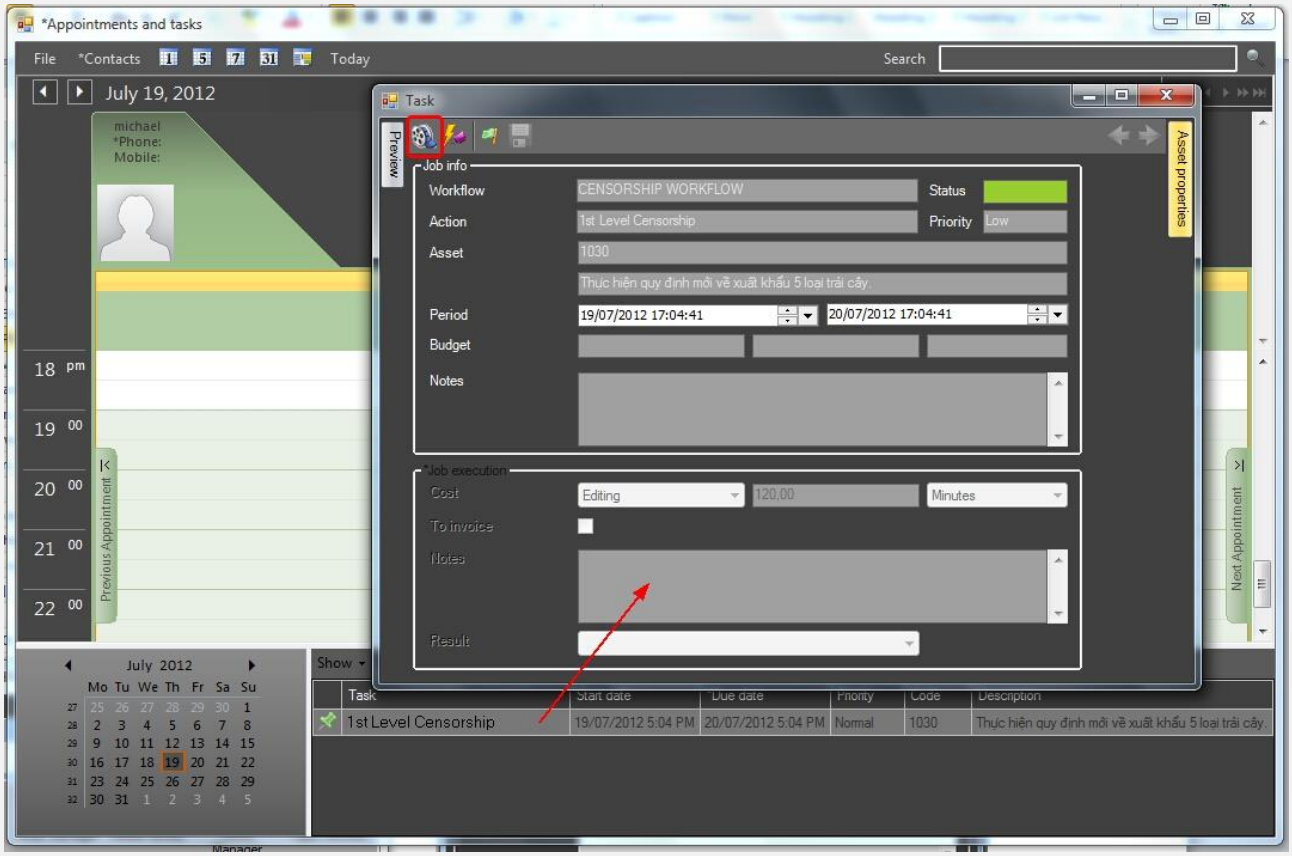
2.1.3 FIRST LEVEL CENSORS

First level censors, that is, operators entitled to carry out the **first stage** of the censorship review can use the **"Agenda"** to consult and perform their tasks as described in the following lines:

1. Open the **"Agenda"** module, in the bottom part there will be displayed the **task list**, where all **"1st level censorship"** tasks will be listed:



Tasks color legend:

	Soon available	The task is assigned to the user but it is too soon to perform it (i.e. its start date is not yet past).
	Available	The task is assigned to the user and is waiting for being performed.
	Completed	The assigned task has been successfully performed by the user.
	Not available	The task is assigned to the user but the workflow has not yet arrived to it.

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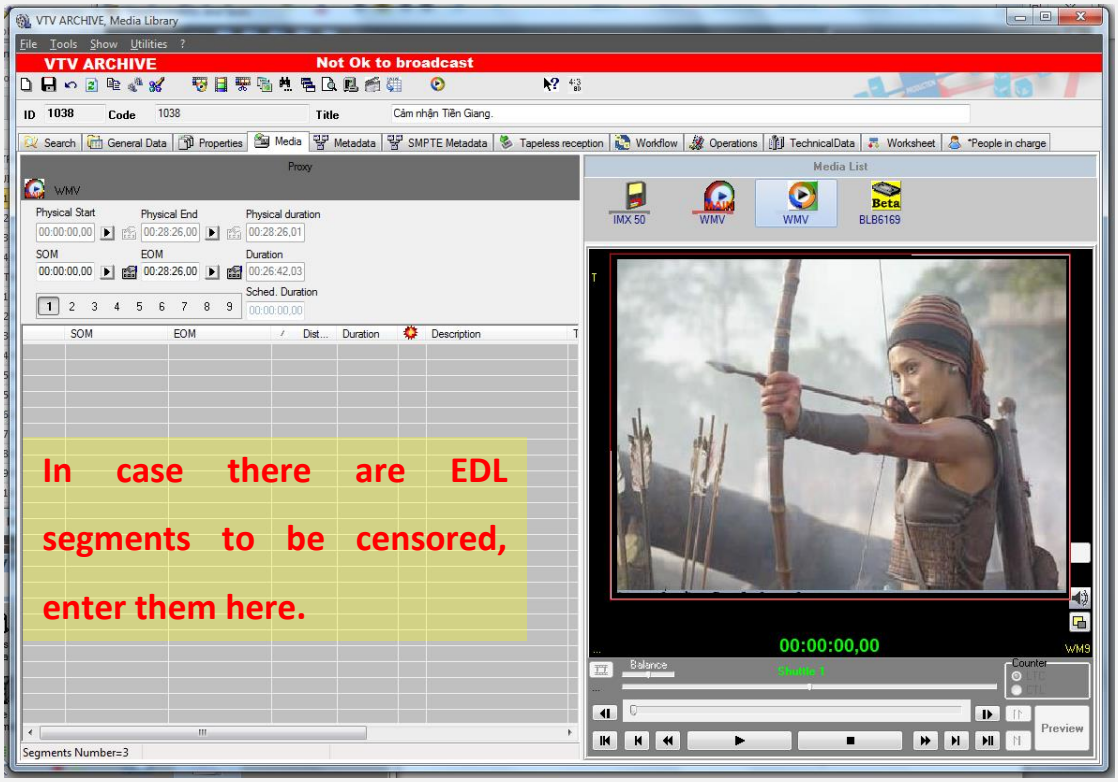
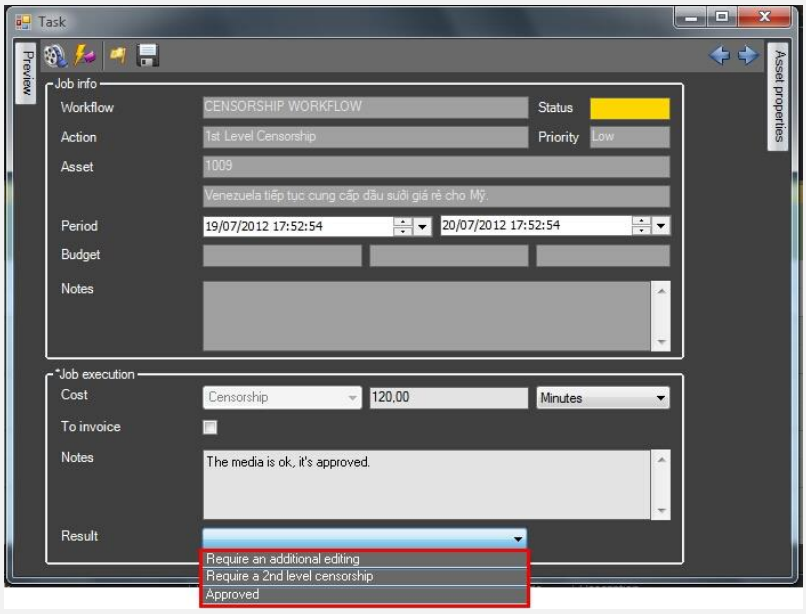
2. Select from the **task list** the **"1st level censorship"** task to be performed, it will be possible to open the **"Media Library"** module to preview the video content:



If the video has censored segments, indicate them in the **EDL section** located at the left part, ***EDL marks*** will be available in the new version of the asset to be edited.

3. Once previewed and evaluated, compile the following data and press the **[Save]** button:



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Cost	Set the cost value and measurement unit for calculating the worksheet cost.
To invoice	Specify if the worksheet will be either invoiced or not.
Notes	Enter a brief text regarding the worksheet processing. Indicate here, for instance, eventual encountered problems, some extra data, or any other info.
Result	Set the task result to the following available state: • **Require an additional editing**: Indicate that the asset has not passed the censorship so a **new version of the asset** will be created without any media but only the **EDL instructions** provided by the censor for the editing. • **Require a 2nd level censorship**: Indicates that the asset has successfully passed the first censorship check but it requires to also passing a second check. • **Approved**: Indicates that the asset has successfully passed the censorship and it can be considered as approved, no more censorship checks are required

4. Once the **[Save]** button is pressed, the **censorship workflow** will continue according to the selected result.

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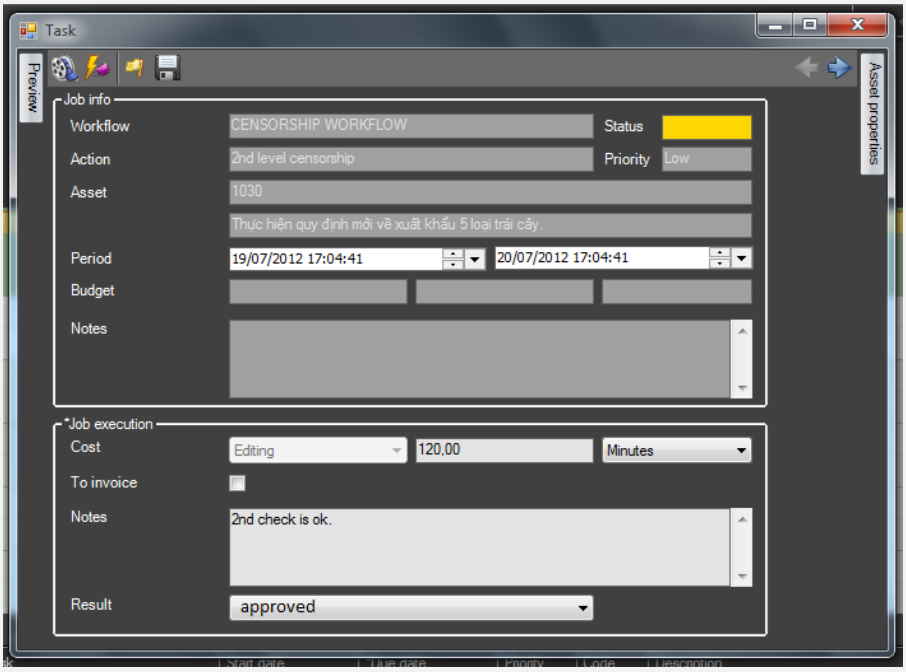
2.1.4 SECOND LEVEL CENSORS

Second level censors, that is, operators entitled to carry out the **second stage** of the censorship review can consult and perform their assigned tasks using the **"Agenda"** as indicated in the previous chapter but with a difference, ***SECOND LEVEL CENSORS*** can choose between only **two results**:



Cost	Set the cost value and measurement unit for calculating the worksheet cost.
To invoice	Specify if the worksheet will be either invoiced or not.
Notes	Enter a brief text regarding the worksheet processing. Indicate here, for instance, eventual encountered problems, some extra data, or any other info.
Result	Set the task result to the following available state: • **Require an additional editing**: Indicate that the asset has not passed the censorship so a **new version of the asset** will be created without no media but only the **EDL instructions** provided by the censor for the editing. • **Approved**: Indicates that the asset has successfully passed the censorship and it can be considered as approved, no more censorship checks are required

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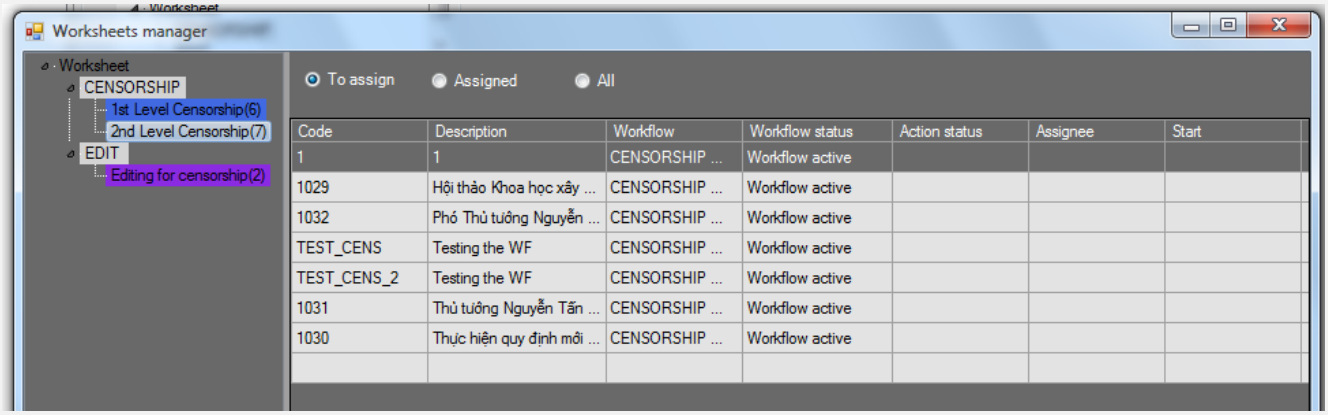
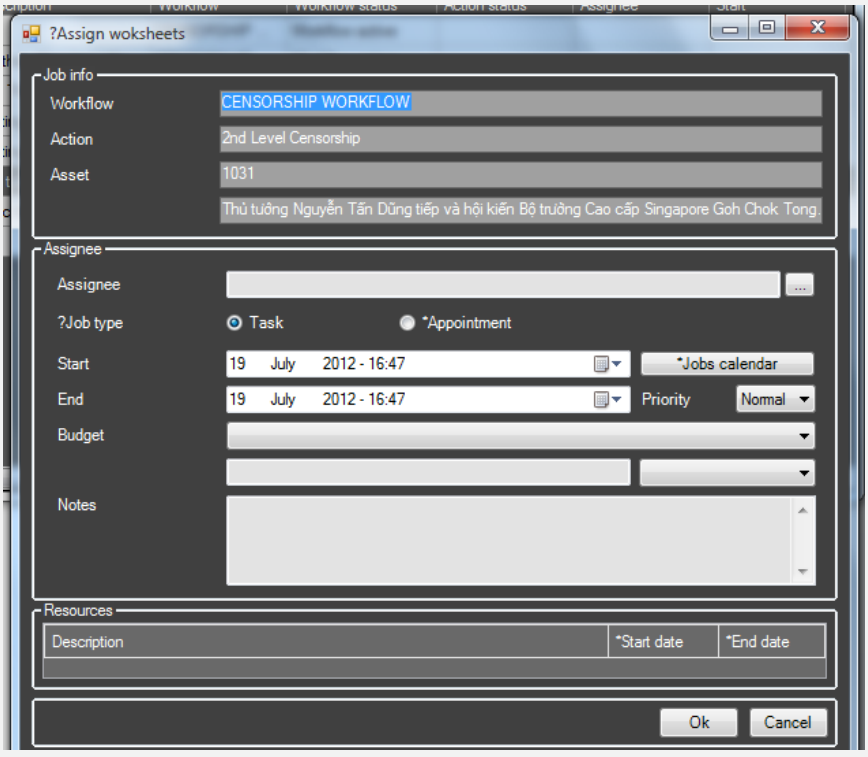
2.1.5 MONITORING SUPERVISORS

Supervisors can use the **"Worksheets Manager"** module for managing – from a central interface- all work orders generated through worksheets actions, providing a **tree-like view** of all worksheets classifying them according to their types:



For each worksheet displayed here, there will be detailed its code, description, workflow, assignee, start/end and notes. Moreover, making double-click on a certain worksheet will permit to **view and also change** the current worksheet data (e.g. start date, end date, priority, etc.):



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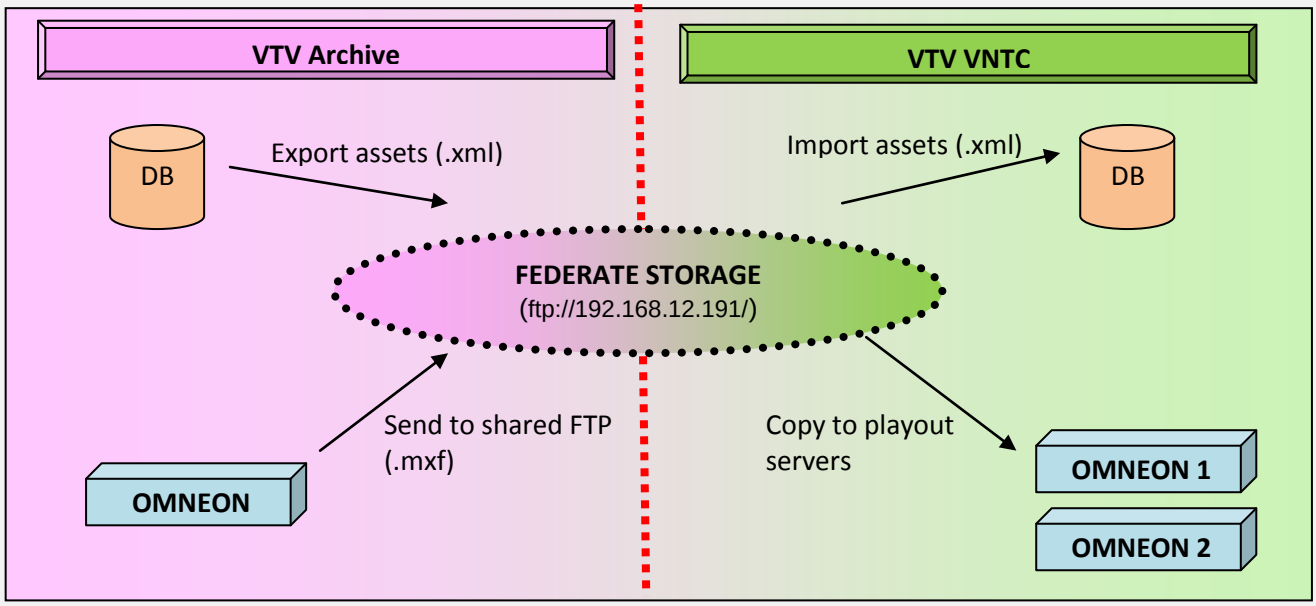
2.2 FEDERATED MANAGEMENT

The connection between the **VTV Archive** (repository system) and **VTV VNTC** (playout system) has been seamlessly integrated thanks to the use of an **Etere Web Services** module on both systems, this solution allows to The **VTV VNTC** is now able to use **Etere F90** to automatically import the assets required for its broadcast and the related media files.

In the figure below it has been illustrated the way **VTV VNTC** is able to import assets and subsequently retrieve their linked media remotely **VTV Archive**:



The operators involved in the federated process and their following specific functions will be described through this chapter:

- *Manual export*
- *Automatic import*
- *Automatic retrieval*

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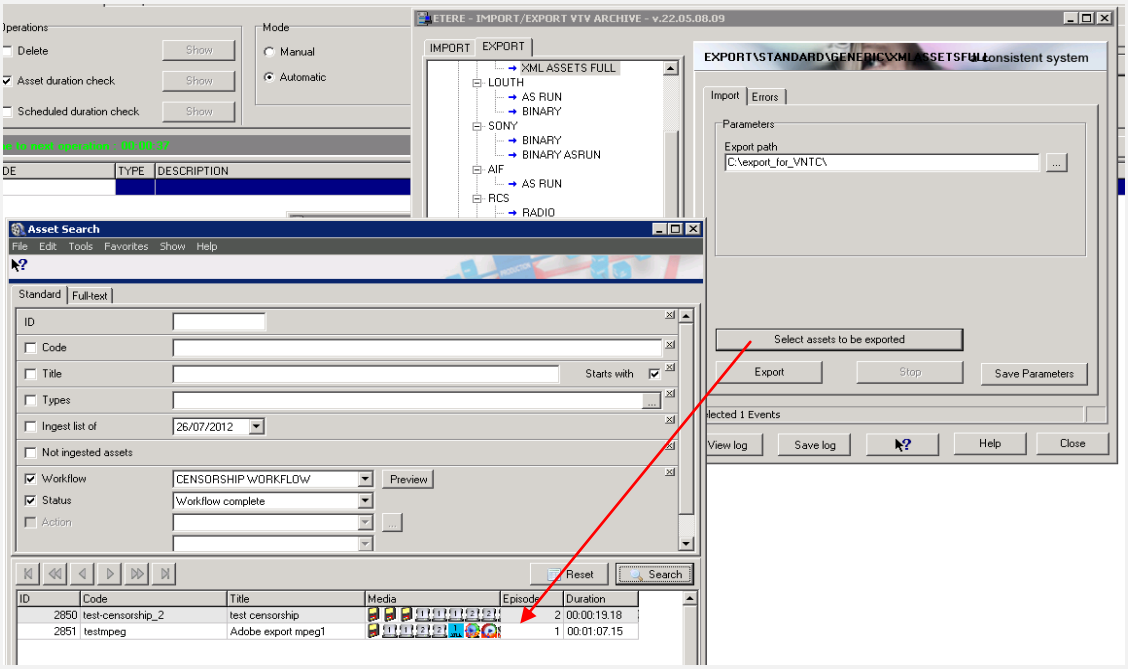
2.2.1 MANUAL EXPORT

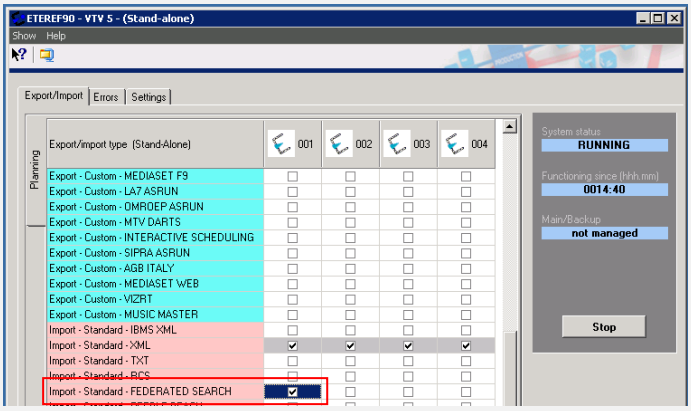
Assets will be manually exported by an operator using the **"Etere Scheduling"** application, more specifically using the **"XML Assets Full"** function present in the **"Import/Export"** module. Operators will be allowed to specify the export path and the exact asset(s) to be exported just by searching for them and selecting them through a double-click.



Once exported, the file should be placed in a **shared FTP directory** (ftp://192.168.12.191/MEDIA1553/).

2.2.2 AUTOMATIC IMPORT

Etere F90 will automatically import assets with a user-defined frequency (1 minute), this, by searching for xml files containing assets data on a ***shared FTP directory*** (ftp://192.168.12.191/MEDIA1553/), once found, the **Federate *Search*** export will create all assets:



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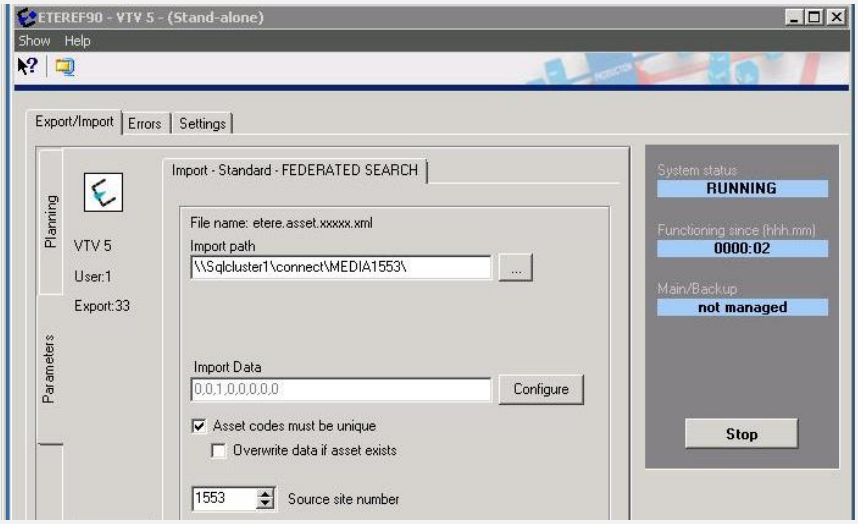
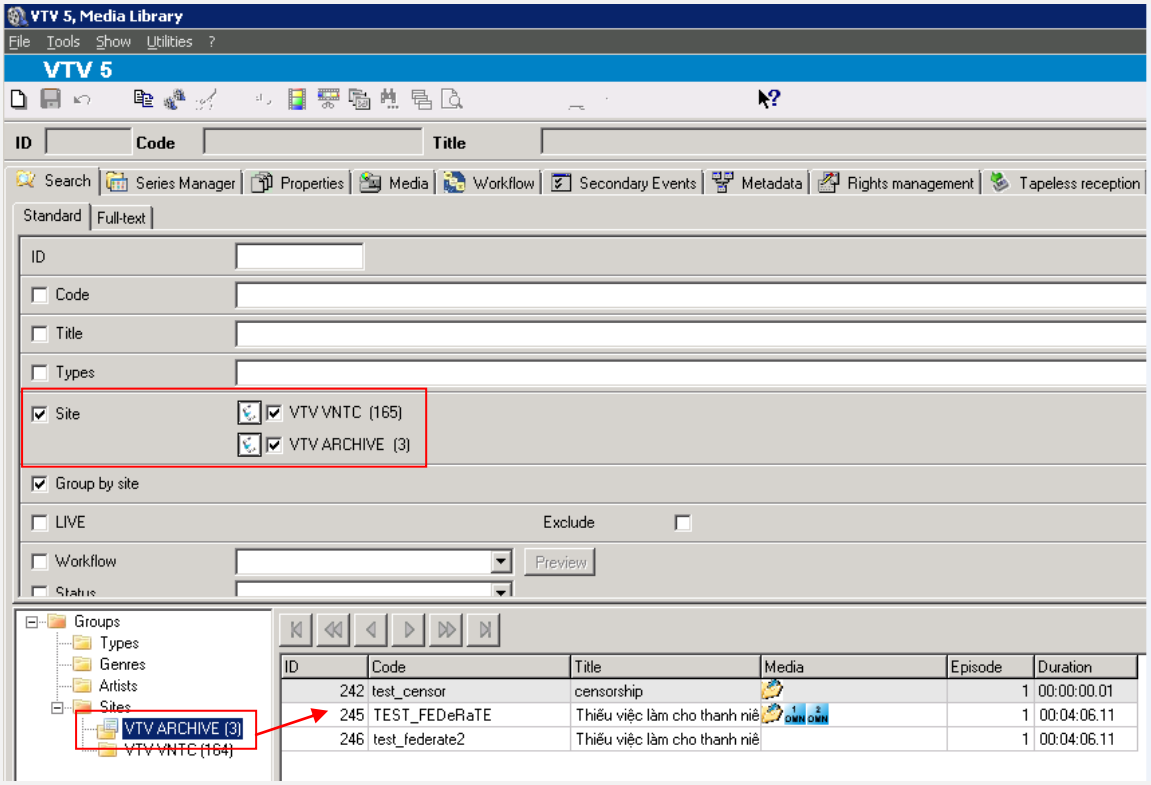
The **"Federate Search"** export function will allow setting the path from which import assets as well as the exact properties to be imported:



It's worth mentioning that once imported, ***federate assets*** can be easily differentiated from ***local assets***, for example, when searching for them from the **"Media Library"**:



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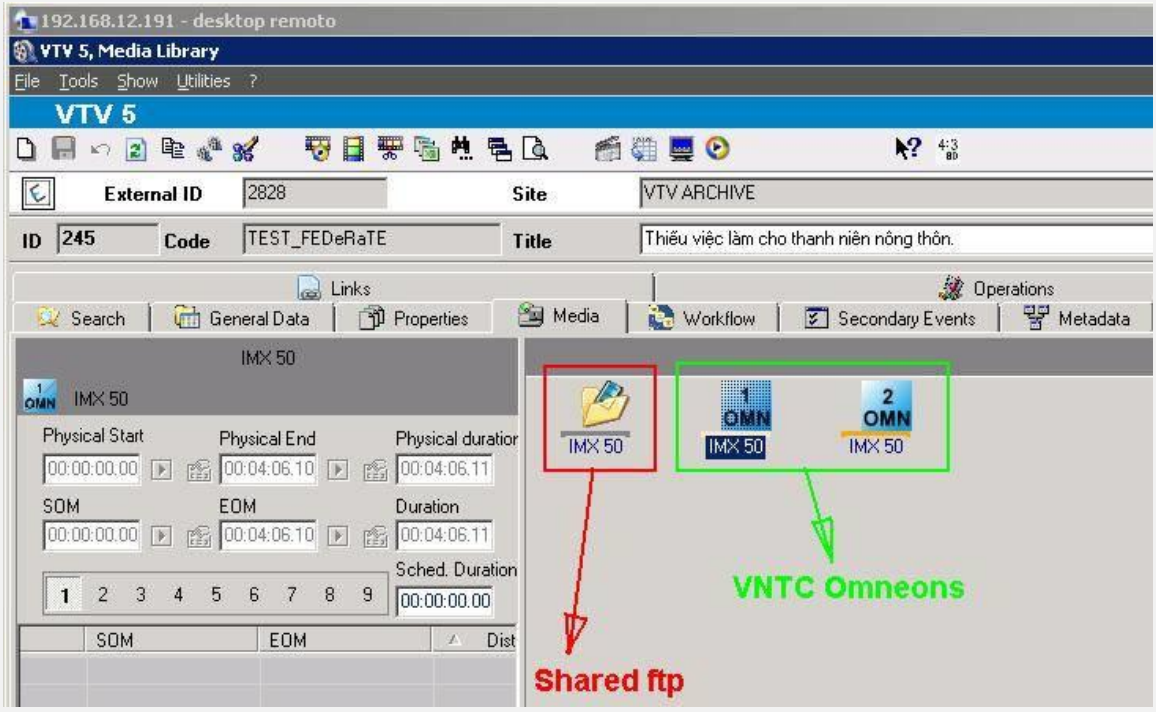
2.2.3 AUTOMATIC RETRIEVAL

Every time the imported asset will be scheduled for going on-air from the **VTV VNTC** playout system a ***retrieval workflow*** will be automatically launched to make the related files (which are stored in the **VTV Archive**) locally available in **the VTV VNTC** system. Requested files will be first copied into the **"Federate Storage"** shared directory and then into the playout video servers.

Once the retrieval workflow is complete, the requested media will be locally available in the **VTV VNTC** system, being possible to check them under the **"Media"** section of the **"Media Library"**:



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3. WORKFLOW DESCRIPTION

The **workflow** created for streamlining the censorship process of **VTV** is based on the **Etere MERP** approach; it combines and automates all the features required by the station while smartly integrating editing, censorship functions, re-versioning capabilities and federated management to quickly and easily produce a satisfactory final content which fully meets the station's *censorship criteria*.

The various workflows implemented for both, the **VTV Archive** and the **VTV VNTC** systems are listed and described below:

VTV ARCHIVE	
Censorship WF	Used to perform the censorship operations including editing and two censorship levels.
Copy to MTX WF	Used within the **censorship wf** to transfer files from the Archive to the MXT server
Preliminary Editing WF	Used to launch the **censorship wf** for either the *current asset* or a *new version* in case the current one has linked media.
Send to Shared FTP	Used by the **retrieve from vtv archive** workflow to put approved files into a common ftp directory.
Transcoding WF	Used within the **censorship wf** to generate a proxy file from the Archive into the MXT server

VTV VNTC	
Retrieve from VTV Archive	Used after the censorship **wf** to make files available into the local system.
Shared FTP to Omneon 1	Used within the **retrieve from vtv archive** workflow to put retrieved files into the first playout server.
Shared FTP to Omneon 2	Used within the **retrieve from vtv archive** workflow to put retrieved files into the second playout server.

All the workflows described above will be explained in this chapter, explaining the main functions used across the overall system to perform all the required tasks.

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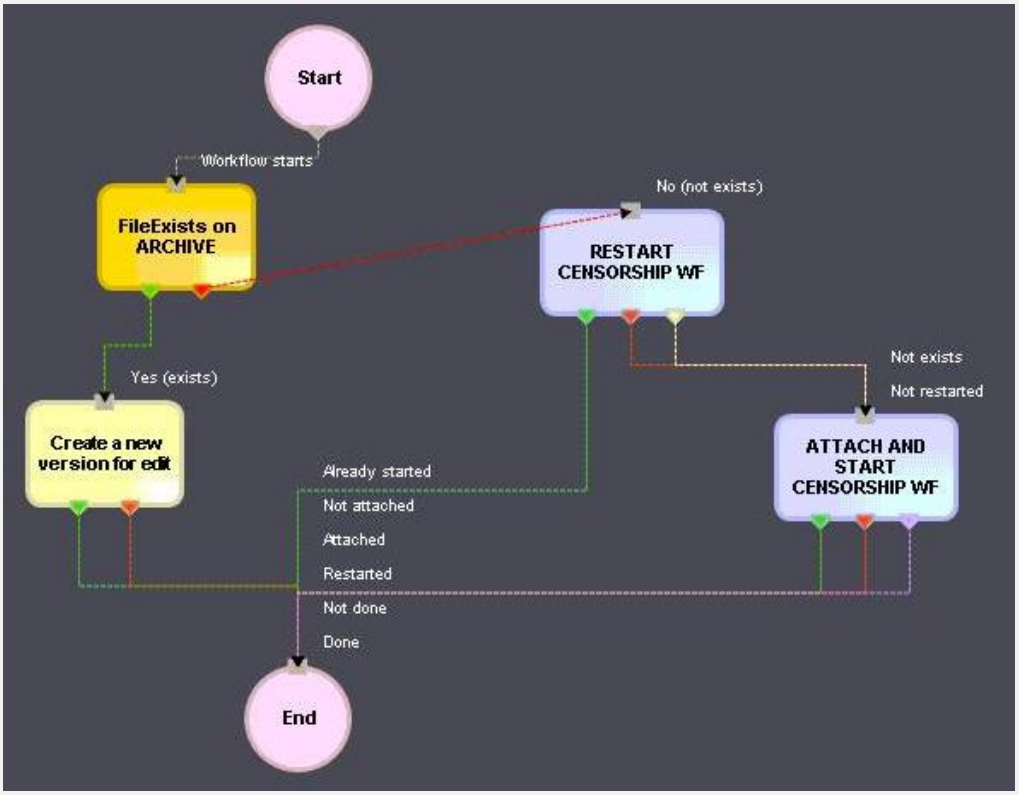
3.1 PRELIMINARY EDITING

The **Preliminary Editing** workflow, launched by the ***library operator*** to start the censorship of a certain asset consists of the following steps:



#	Name	Description
1	**Start**	Initializes the workflow execution
2	**File exists in archive**	Checks if the asset has linked media stored in the **Omneon archive**, depending on the result one of the following actions is performed: • **Yes**: create a new version (without media) on which perform the censorship since existing media must be kept. • **No**: Directly perform the censorship on the current asset.
3	**Restart Censorship WF**	Restarts the censorship workflow for the current asset in case it is already attached to the asset, otherwise, it attaches to the current asset and launches it.
4	**Create a new version for edit**	Creates a new version of the current asset featuring no media but only all current asset's metadata, after which, the censorship workflow will be automatically executed for it.
5	**End**	Finalizes the workflow execution.

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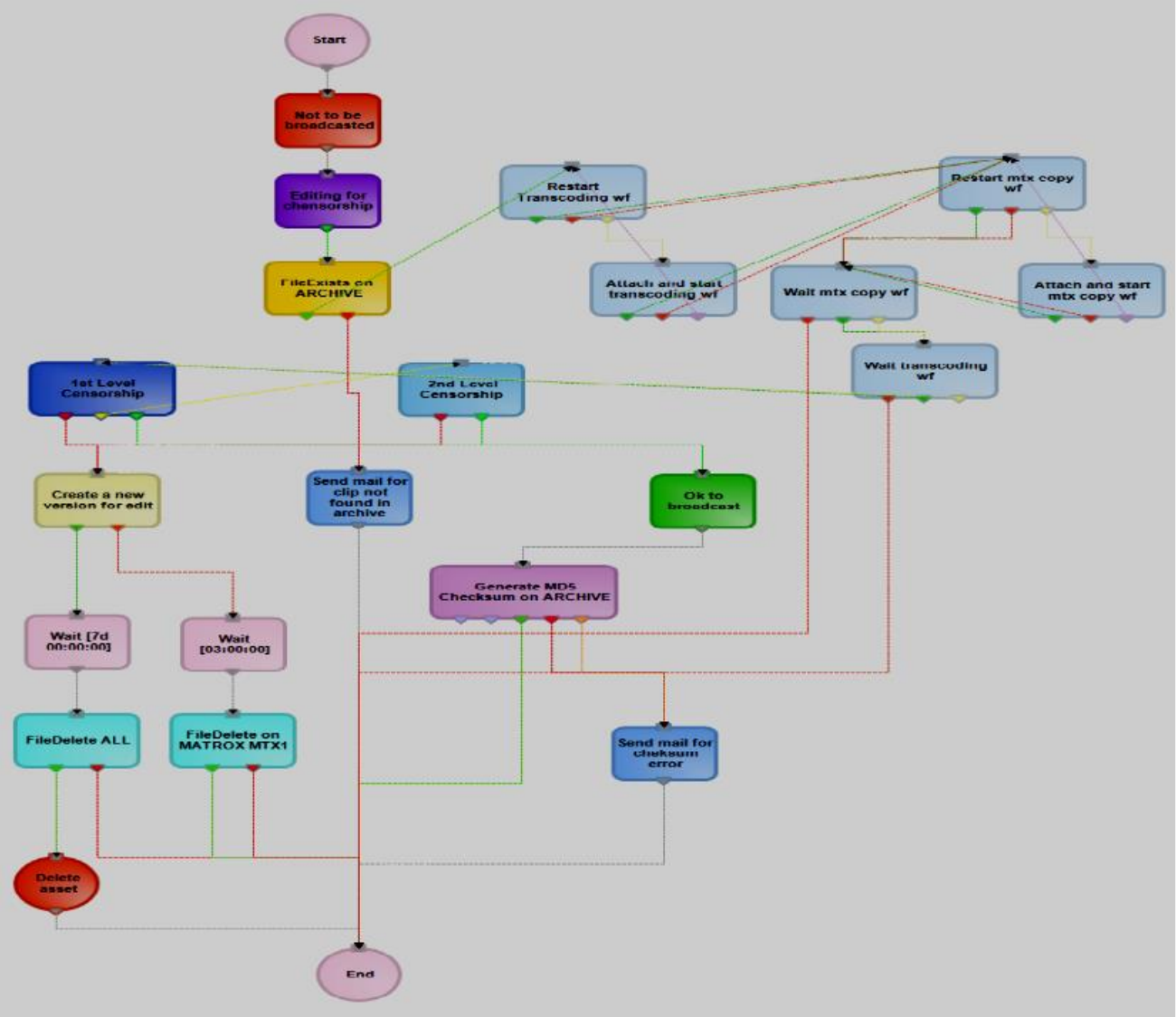
3.2 CENSORSHIP WORKFLOW

This chapter is aimed to explain in detail each single *action block* of the **censorship workflow**, indicating for all of them the purpose and possible outcomes; including the execution of actions:



#	Name	Description
1	**Start**	Initiates the workflow execution for the asset to which the workflow is attached.
2	**NOT ok to be broadcasted**	Sets the processed asset as “not ready for broadcasting” to avoid its use in on-air playlists.

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<table>
<tr><td>3</td><td>Editing for censorship</td><td>The task is automatically assigned to the operator entitled with the “editing for censorship” role for the asset. Once the media is edited and loaded into the Omneon Archive, the worksheet is set as “done”.</td></tr>
<tr><td>4</td><td>File exists on archive</td><td>Checks that the asset media has been already loaded by the editor into the Omneon Archive, otherwise the censorship ends.
It is also checked the existence of a lowres version of the media, restoring and transcoding it if required.</td></tr>
<tr><td>5</td><td>1st censorship level</td><td>The task is automatically assigned to the censor operator entitled with the “1st level censorship” role for the asset. One of the following decisions is taken:<table><tr><td>Approved</td><td>Proceed with the checksum and enable the asset.</td></tr><tr><td>Re-check</td><td>Ask for a 2nd censorship level.</td></tr><tr><td>Rejected</td><td>Create a new version and delete the current media.</td></tr></table></td></tr>
<tr><td>6</td><td>2nd censorship level</td><td>The task is automatically assigned to the censor operator entitled with the “2nd level censorship” role for the asset. One of the following decisions is taken:<table><tr><td>Approved</td><td>Proceed with the checksum and enable the asset.</td></tr><tr><td>Rejected</td><td>Create a new version and delete the current media.</td></tr></table></td></tr>
<tr><td>7</td><td>Create a new version for asset</td><td>Creates a new asset form as a new version of the current one, the new version will feature no media but only the current asset’s metadata. The censorship workflow will be automatically launched for the new version.</td></tr>
<tr><td>8</td><td>File delete all</td><td>Automatically removes the rejected media from the archive after 7 days.</td></tr>
<tr><td>9</td><td>File delete MTX</td><td>Automatically removes the rejected media from the archive after 3 days.</td></tr>
<tr><td>10</td><td>Checksum</td><td>Generate a MD5 file hash for the asset’s approved media stored in the Omneon Archive.</td></tr>
<tr><td>11</td><td>OK to broadcast</td><td>Sets the approved asset back as “ready for broadcasting” to allow its use on on-air playlists.</td></tr>
<tr><td>12</td><td>End</td><td>Finalizes the workflow execution.</td></tr>
</table>

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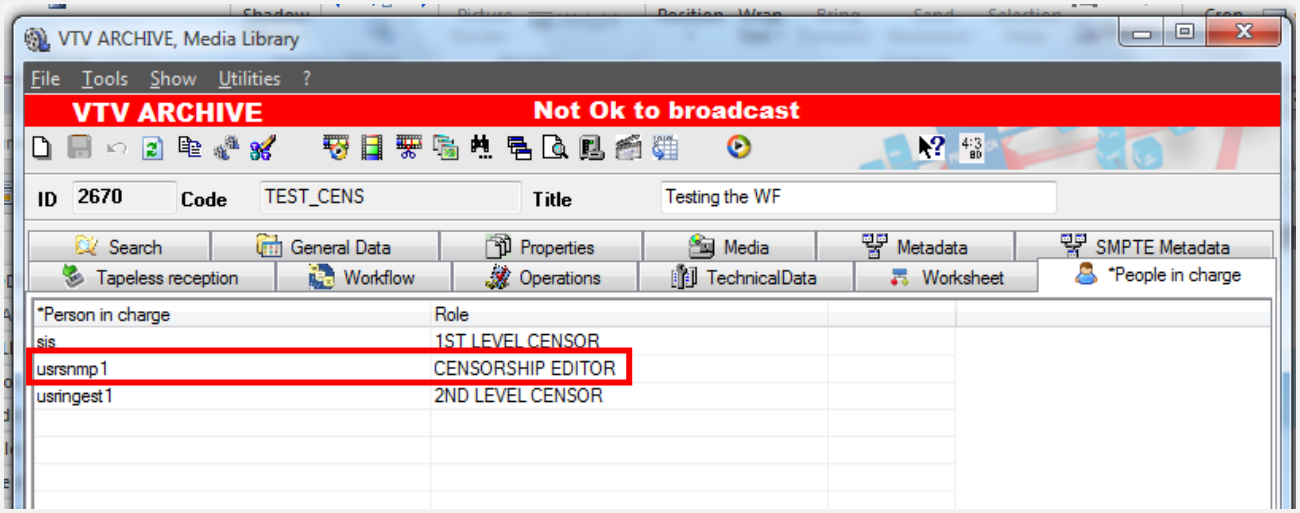
3.2.1 Not ok to broadcast

This action block sets the current asset as **not ready for being broadcast**, thus disabling it to be used (e.g. in on-air transmission playlists). The possible outputs of this action are:

Asset updated	The asset has been set as not ok to broadcast.

3.2.2 Editing for censorship

This action block creates a worksheet to be automatically assigned to the operator entitled with the *"Censorship Editor"* role for editing the asset to be censored:



Once assigned, the operator will be allowed to set the following output:

Done	The clip has been successfully edited and loaded into the Omneon Archive.

3.2.3 File exist on archive

Checks if the asset clip to be processed is stored in the Omneon archive, returning one of the following results:

Yes	The clip is present in the Omneon archive.
No	The clip is missing in the Omneon archive. In this case an email notification will be sent to inform about the lack of a file for carrying out the censorship.

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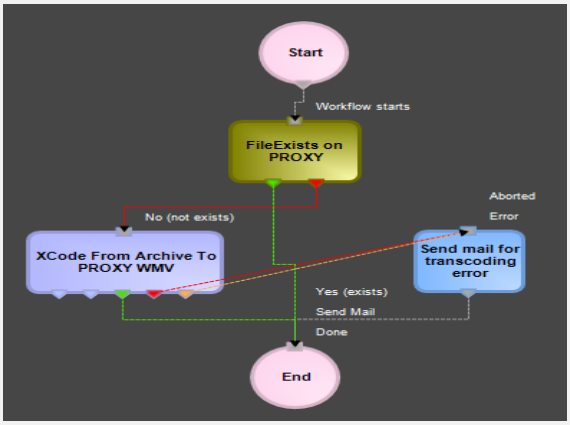
3.2.4 Restart transcoding workflow

This action block **restarts** another workflow (Transcoding WF) which performs one of the following actions depending on whether the *lowres version* of the clip exists or not in the Proxy server:

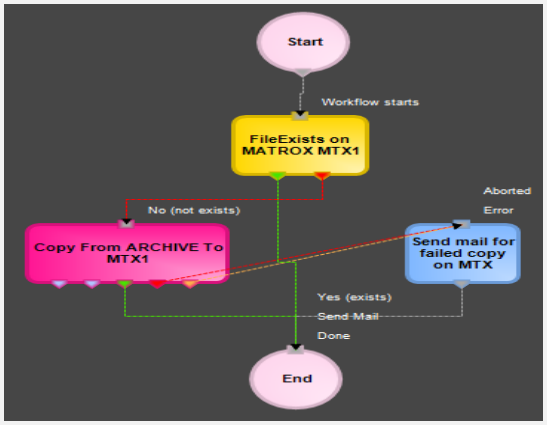


Exists	No action is performed since the *lowres clip* is ready to be used.
Not exists	The *lowres version* of the clip is generated into the Proxy server. In case of error an error notification is sent.

In case the transcoding is not restarted or the *lowres file* doesn't exist, the **transcoding workflow** is attached and started.

3.2.5 Restart mtx copy

This action block **restarts** another workflow (Copy MTX WF) which performs one of the following actions depending on whether the clip exists or not in the MTX server:



Exists	No action is performed since the *MTX clip* is ready to be used.
Not exists	The clip is transferred into the MTX server from the Omneon Archive. In case of error an error notification is sent.

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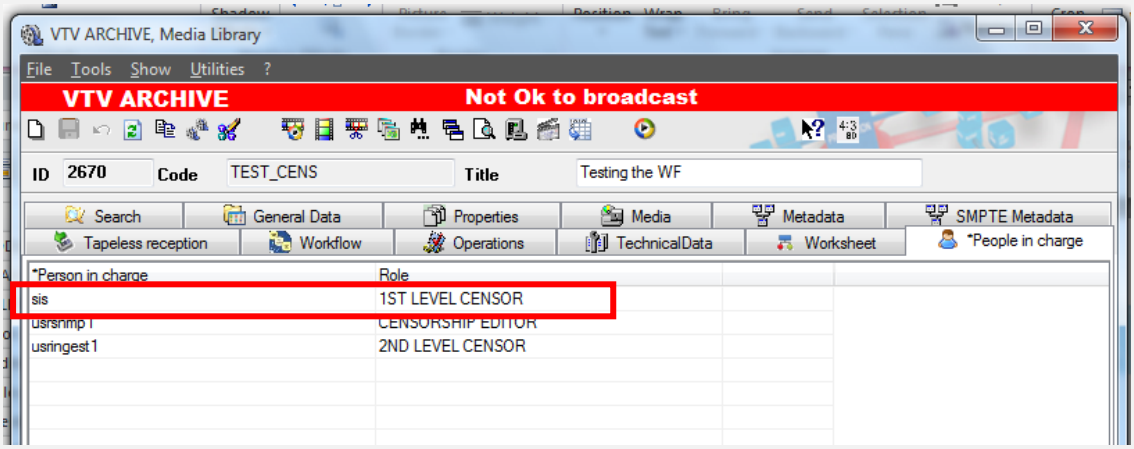
3.2.6 1st level censorship

This action block creates a worksheet to be automatically assigned to the operator entitled with the *"1st level censor"* role for censoring asset:

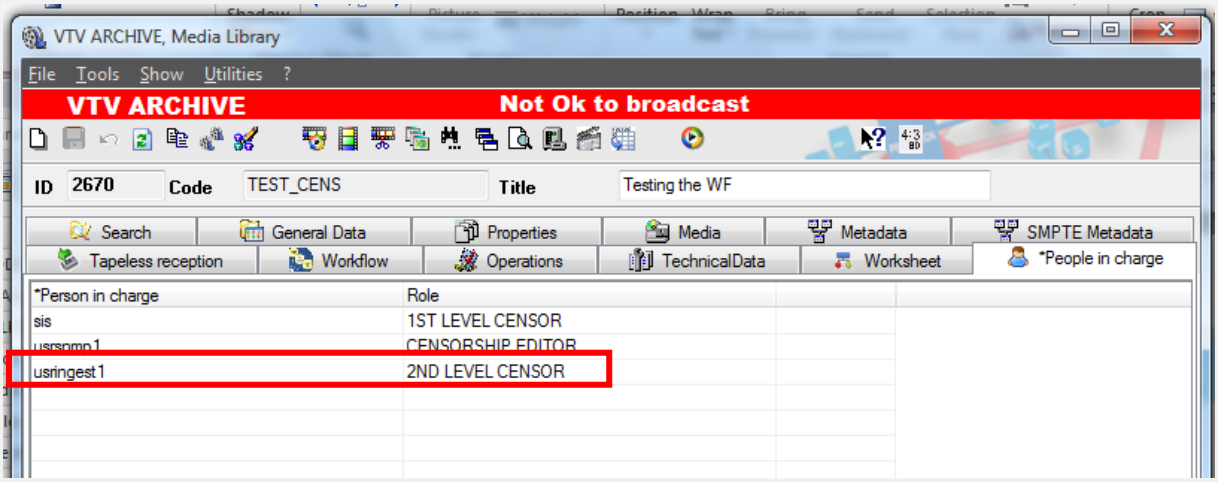


Once assigned, the operator will set one of the following results:

Require additional editing	The clip is rejected. A **new version** of the asset will be created and the current one will be **deleted**.
Require a 2nd level censorship	The clip needs a **2nd censorship level** in order to be approved.
Approved	The clip is approved. The **checksum** of the file will be generated and the asset will be set back as **ok to broadcast**.

3.2.7 2nd level censorship

This action block creates a worksheet to be automatically assigned to the operator entitled with the *"2nd level censor"* role for censoring asset:



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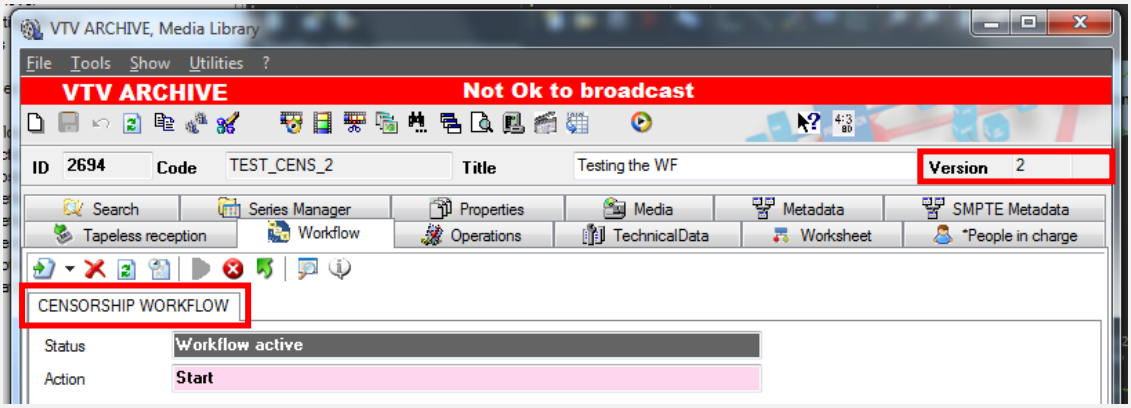
Once assigned, the operator will set one of the following results:

Require additional editing	The clip is rejected. A **new version** of the asset will be created and the current one will be **deleted**.
Approved	The clip is approved. The **checksum** of the file will be generated and the asset will be set back as **ok to broadcast**.

3.2.8 Create a new version for edit

This action block is executed when either the ***"preliminary editing"*** workflow founds that an asset has media linked to it or when the 1st/2nd level censors reject a media since it requires being edited. This action block creates a **new version** of the current asset featuring all its metadata information (e.g. EDL) but no media (to avoid overwriting the existing media present in the archive).
Once created, the **censorship workflow** will be automatically launched for the new version:



3.2.9 Wait [7d:00:00:00]

This action block is executed when the creation of a **new asset version** is successfully completed; it simply makes the workflow to **wait 7 days** before passing to the next step (e.g. File Delete All).

This action block permits to keep rejected media in the archive for 7 days before its deletion, thus maintaining the file available for any eventual use (e.g. editing).

3.2.10 File Delete All

This action block is executed after 7 days since the rejection of a censored media. It physically removes the rejected media (of the rejected asset) from all the storage servers on which it is present, thus keeping servers free of useless media contents.

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3.2.11 Wait [3d:00:00:00]

This action block is executed when the creation of a **new asset version** fails its completion; it makes the workflow to **wait 3 days** before passing to the next step (e.g. File Delete on Matrox MTX1).

This action block permits to keep rejected media in the archive for 3 days before its deletion, thus maintaining the file available for any eventual use (e.g. editing).

3.2.12 File Delete on Matrox MTX1

This action block is executed after 3 days since the rejection of a censored media. It physically removes the rejected media from the MTX1 server, thus keeping that server free of useless media contents.

3.2.13 Ok to broadcast

This action block sets the current asset as **ready for being broadcasted**, thus enabling it to be used (e.g. in on-air transmission playlists). The possible outputs of this action are:

Asset updated	The asset has been set as ok to broadcast.

3.2.14 Generate MD5 Checksum on archive

This action block creates a *MD5 file hash* for the media (stored in the Omneon Archive) for which the censorship was approved. Depending on the success of the generation, the following results will be returned:

Done	The checksum creation has been successfully completed.
Error	The checksum creation has failed due to an error. An email notification will be sent.
Aborted	The checksum creation has been aborted. An email notification will be sent.

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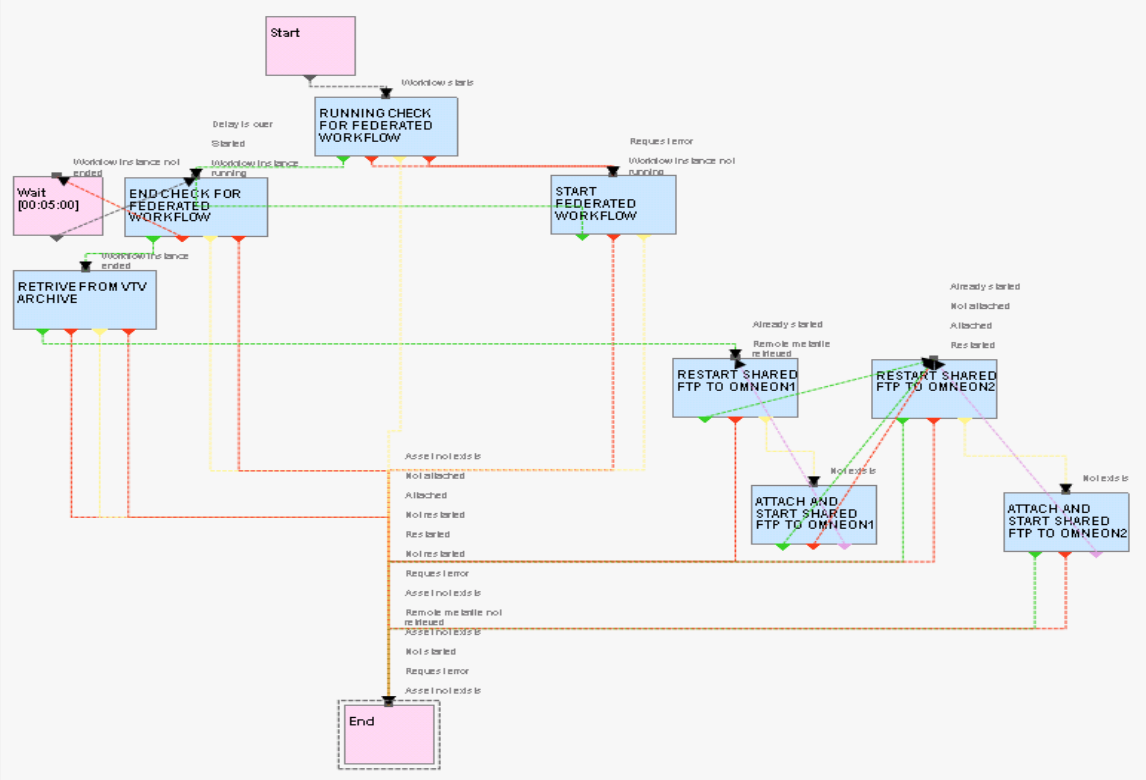
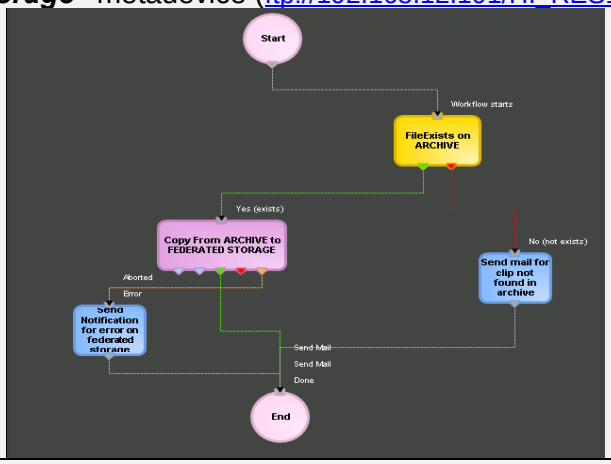
3.3 RETRIEVE FROM VTV ARCHIVE

The **"Retrieve from VTV Archive"** workflow is automatically launched every time an asset imported into the **VTV VNTC** playout system from the **VTV Archive** system is scheduled for going on-air, this workflow will make the asset locally available in the **VTV VNTC** system in order to correctly transmit it from the Omneon video servers. Actions involved in this workflow include:



#	Name	Description
1	**Check for federated workflow**	Remotely executes the **"send to shared ftp"** workflow into the VTV Archive system, thus transferring the requested file to the shared ***"Federate Storage"*** metadevice (ftp://192.168.12.191/HI_RES1553/): 

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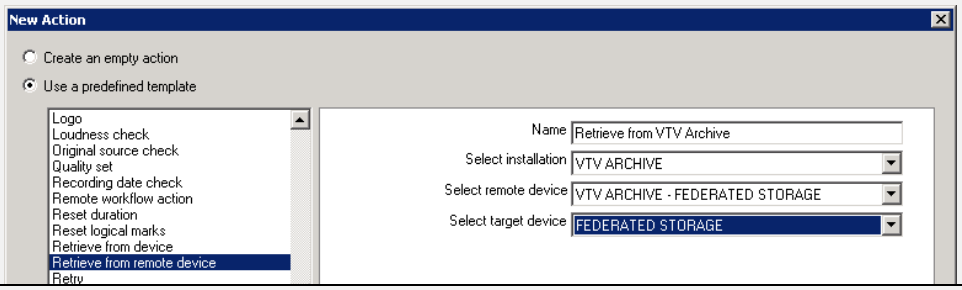
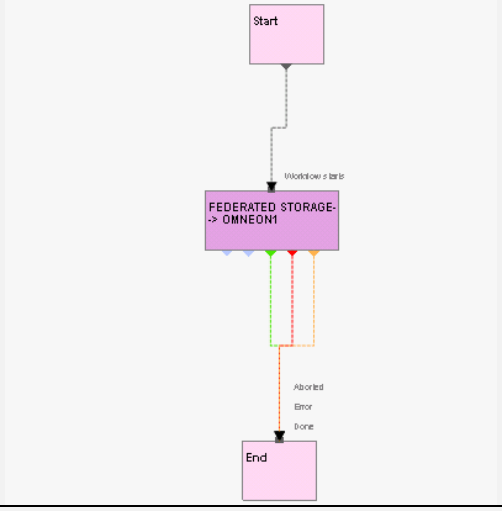
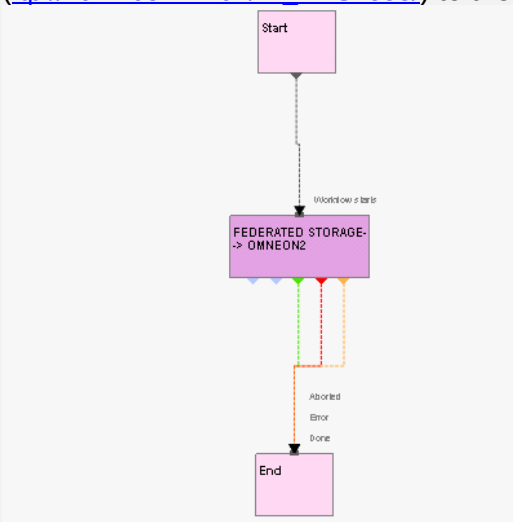
2	**Retrieve from VTV Archive**	This action links the file temporarily stored in the ***"Federate Storage"*** metadevice (ftp://192.168.12.191/HI_RES1553/) to the imported asset form, thus making it available among its media tab. The action is defined as follows: 
3	**Shared FTP to Omneon 1**	This action simply moves the linked file from the ***"Federate Storage"*** (ftp://192.168.12.191/HI_RES1553/) to the Omneon1 playout server: 
4	**Shared FTP to Omneon 2**	This action simply moves the linked file from the ***"Federate Storage"*** (ftp://192.168.12.191/HI_RES1553/) to the Omneon2 playout server: 

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4. SYSTEM MAINTENANCE

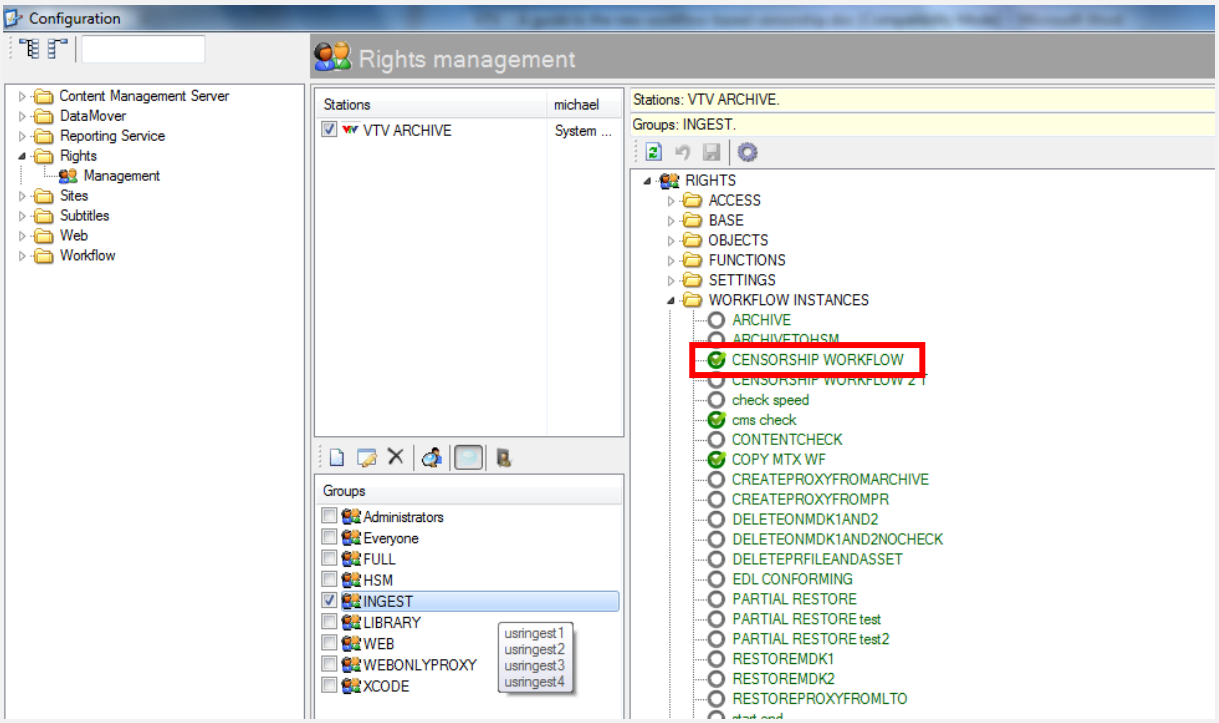
The workflow-based approach implemented in **VTV** makes of the censorship workflow an integrated set of modular solutions, this characteristic allows system administrators. Hereby it will be explained how to configure the following settings of the censorship workflow:

- *User rights*
- *Adding worksheets*

4.1 SETTING USER RIGHTS

All functions and modules involved in the censorship workflow can be enabled/disabled for specific users, this, just by accessing the **"Etere Configuration > Configuration Editor"** section and going to the **"Rights"** section, there it will be possible to configure:

- **Workflow instances**: Enable the censorship workflow for the group of users intended to perform the censorship, this, by making right-click on it and choosing the proper option (i.e. allowed or denied):



- **Functions:** Enable the censorship modules for the groups of users intended to perform the censorship, make right-click on them and choose the proper option (i.e. allowed or denied):

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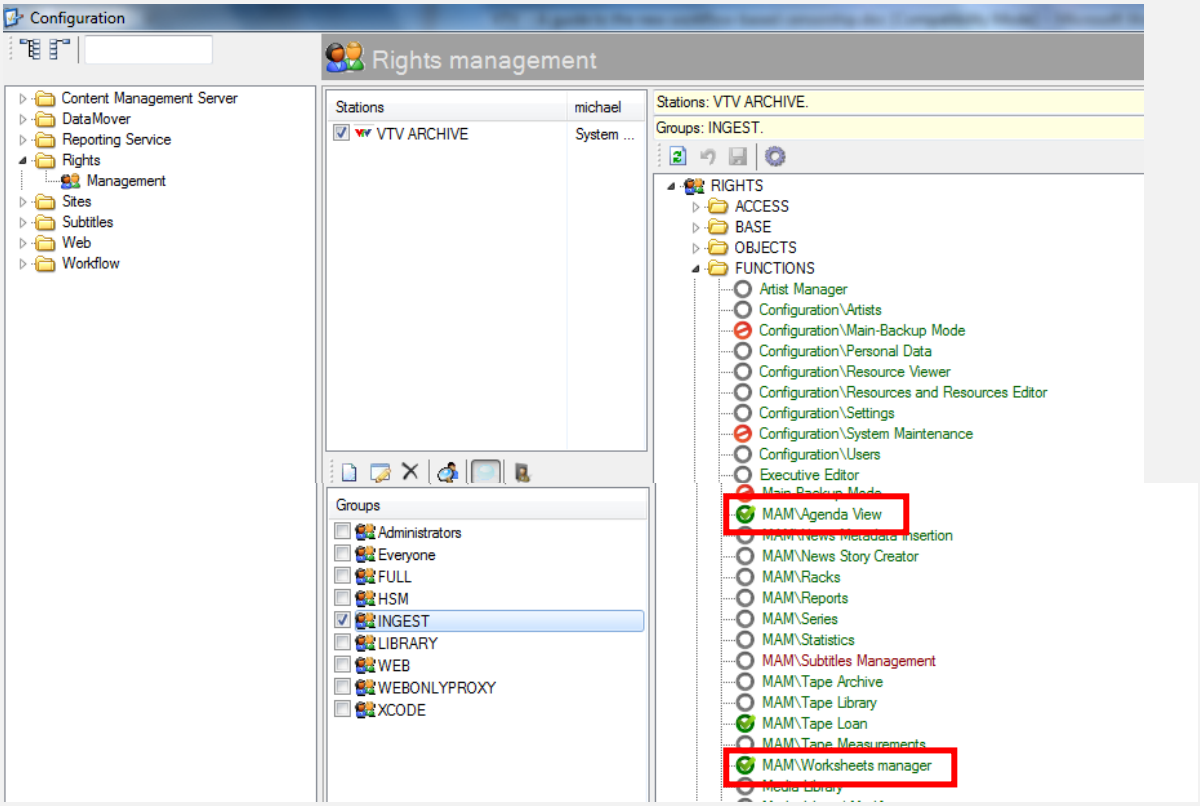
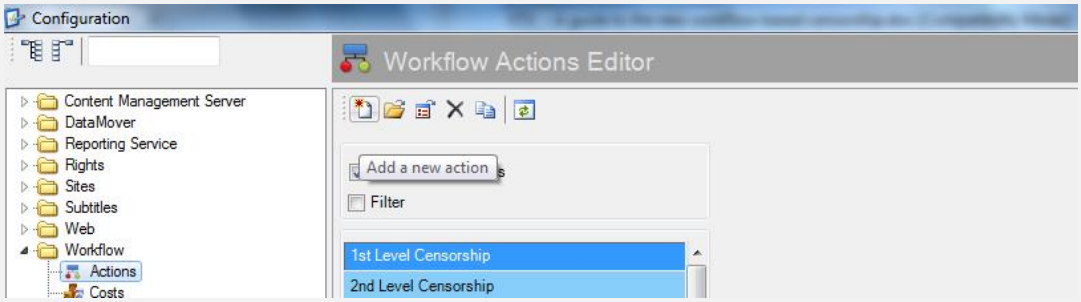


4.2 ADDING WORKFLOW ACTIONS

The versatility and suitability of the censorship workflow provided to VTV permits the station to introduce at any time new actions to make the workflow to perform so many tasks are needed.
For instance, to add a new worksheet (e.g. a censorship level), just follow the next procedure:

1. Open the **"Etere Configuration > Configuration Editor"** module, navigate to the **"Workflow"** section, then, click on the **"Actions"** item:



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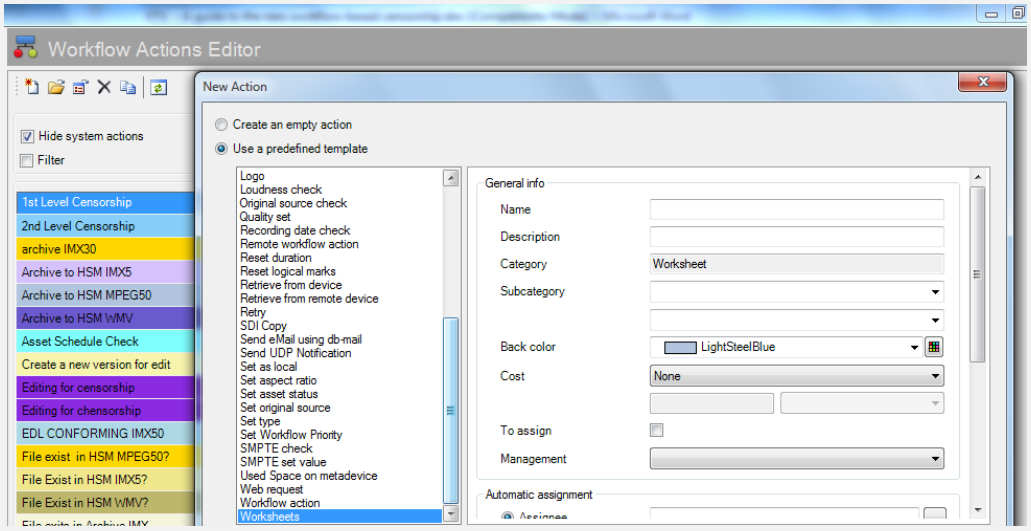
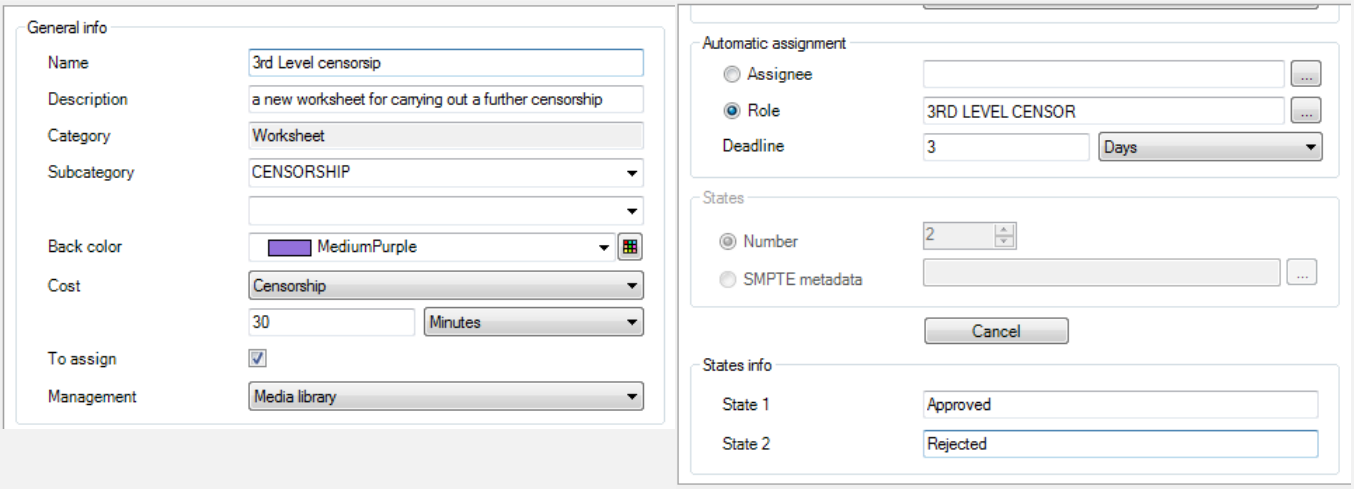
2. A **wizard** will be opened, select to use a **"predefined template"** and choose to create a **"Worksheet"** action, that is, an action that control the execution of a certain task by an operator:



3. Compile the template in order to create a custom worksheet, available fields include:



General info	
Name	Give a friendly name to the worksheet (e.g. *3rd level censorship*).
Description	Enter a brief text that brings additional information on the scope of the work order.
Category	Use it to indicate, for example, the type of process to which the work order is related (e.g. worksheet).
Subcategory	Use it to define a further classification within categories (e.g. censorship).
Back color	Set there the color for displaying the *action block* inside the workflow.
Cost	Select the cost template to be used as the *default cost* for the work order compilation, specifying also the unit to which it is ascertained (i.e. 1 tape, 2 hours, 150 dollars).

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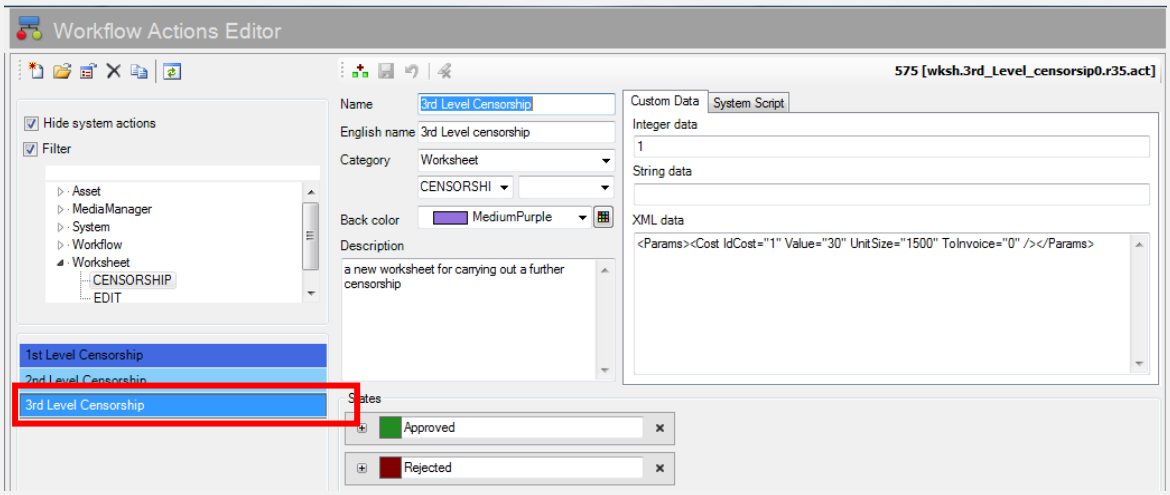
General info	
To assign	If enabled, the *worksheet* will require to be first assigned (manually from the Worksheets Manager or automatically to an **assignee or role**) in order to be available for an operator. If disabled, the work order will be available for being undertaken by any operator.
Management	In case the worksheet requires an Etere function to be completed, select it here. The selected function will be enabled for "***quick execution***" from the Agenda View module. Currently available functions include ***"Media Library"*** and ***"Subtitles Management"***.
Automatic assignment	
Assignee	If set, the *worksheet* will be inserted -as a task- in the Agenda View of a specific operator and in case the worksheet is set "**to assign**" the worksheet will be automatically assigned to said operator. Available assignment methods include: • **Assignee**: Browse the contacts "**enabled to take jobs**" (see Personal Data > Other data) and select the one to whom the task will be assigned. • **Role**: Browse the roles and select the one that a person must have in order to be automatically assigned. Assignable persons are those present in the people in charge assets tab. • **None**: If neither the assigned nor the role fields are compiled, the worksheet will require to be manually assigned from the Worksheets Manager module. **NB:** Please note that these parameters regards only the assignment of the task, not its undertaken or execution.
Deadline	Specify here the deadline (e.g. next 36 hrs) with which the task will be assigned into the operator's Agenda.
NB: The worksheet assignment occurs when the workflow gets to the related *worksheet action*, thus making it available for an operator to undertake and compile it.	
States info	
States	Worksheets can feature so many outputs defined through the following methods: • **Number**: Inserting a number that will determine the possible results that the work order could have (e.g.: pending, completed, failed, etc.). • **SMPTE:** Searching a SMPTE metadata field from which states will be automatically retrieved. Once the method has been selected, either number or smpte, press the **[Generate]** button to generate the action states as specified.
States info	Once generated, here will be displayed the outputs to be managed for the work order, allowing to view and also changes their denominations.

4. Save the new worksheet and set the colors of its output states:



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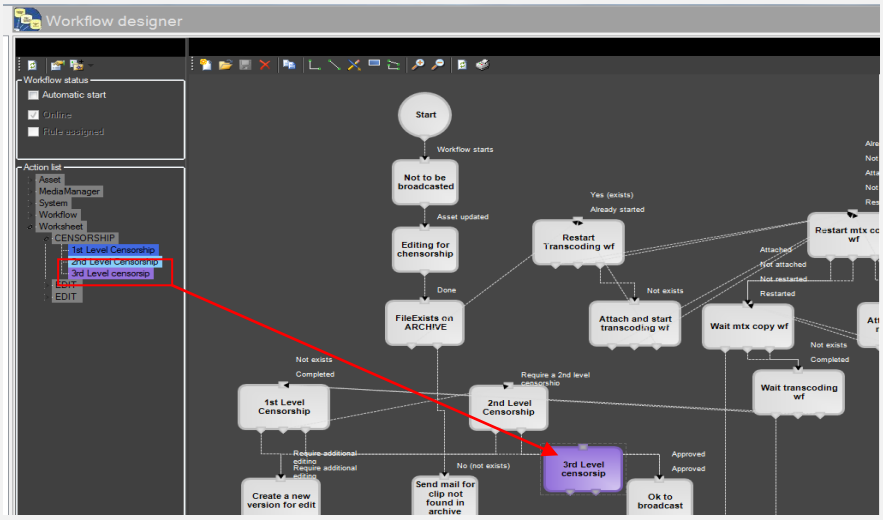
5. Add the worksheet to the **censorship workflow** and connect it properly between the second censorship review and the resulting next actions:



6. Now, a **3rd censorship review** is available for being requested after the 2nd review.

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5. KEY BENEFITS

This paper has described the use of a **censorship workflow** to automate the completion of each single task involved in the censorship process of a television station. The provided workflow will allow the station to reach a large number of operational benefits and advantages derived from the use of MERP technology including the following key benefits:

- **Reliability**, reached thanks to a visual representation of the censorship process which permits to have a wide view of both, the single tasks and the overall functioning.

- **Flexibility**, on the implementation of the workflow allowing the definition and inclusion of custom actions that fully meet the real needs of the station.

- **Scalability**, for adding actions (e.g. censorship levels) without altering the workflow complexity, thus minimizing operational overheads and reducing overall costs.

- **Centralization,** worksheets will be efficiently managed from a central server and monitored from a management interface to ensure the completion of every single task.

- **Efficiency**, elimination of untracked manual and automatic operations, this, by defining them in advance and including them in a streamlined workflow.

- **Accuracy**, during the whole censorship process to reduce the risk of mistakes thanks to the use of automated worksheets, transfers and checksums.

- **Integration**, to allow non-linear editing systems to access the digital archive (through a proper production interface) and deliver new edited versions of censored files.

- **Efficiency**, an intelligent content management will permit to automatically remove censored content from the archive after a certain number of days of to their rejection.

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Etere is the only solution 100% workflow based for all broadcast and media environments. It's a common framework where there is real-time sharing of all the data among several applications to manage all media business requirements. The workflow approach allows a fully customized design with edge performances.

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