DAILIES GUIDE - AVID MXF WORKFLOW:

- In this workflow, your film was initially scanned as a 2K DPX sequence. Then, software called “CONTENT AGENT” transcoded that DPX sequence to a 1080p/23.976 AVID DNxHD36 MXF file and placed it on the ISIS in the CONTENT AGENT workspace inside the “DAILIES” folder. Each MXF file is labeled FilmTitle_LabRoll.

- Before you begin, if you do not all ready have and ISIS workspace, please request a new ISIS workspace through Tod Withey (twithey@chapman.edu) or DataCine (datacine@chapman.edu). Please provide your film title and greenlight number when making your request. Once created, you new ISIS workspace will be labeled GREENLIGHT#-FILM TITLE. You may access it, as well as the CONTENT AGENT workspace, by logging into ISIS with the following credentials:

  Username: GREENLIGHT#
  Password: GREENLIGHT#

- Because your transcoded MXF files will be deleted shortly, it is necessary to import your MXF files from the CONTENT AGENT workspace into an Avid project on your own ISIS workspace or external hard drive.

CREATING A NEW AVID PROJECT

1. Login to ISIS using the above credentials and mount your project workspace as well as the CONTENT AGENT workspace. If you are using an external hard drive make sure it is plugged in and mounted in Windows. Then, open Avid.

2. When the “Select Project” window appears, click EXTERNAL, then click the folder icon above and navigate to your ISIS workspace or external hard drive. Click OK.

   *This will save your Avid project files on your ISIS workspace or external hard drive. It is HIGHLY RECOMMENDED that you keep regular backups of your Avid Project Files on your own storage device! If you don’t know how to do this, please see a lab assistant.

3. Click NEW PROJECT. Enter your film’s title under “Project Name”. Under “Format” select 1080p/23.976. Click to select FILM and chose your film type. Under "Raster Type" Select STANDARD. Click OK and then open your new Avid project.

4. Once your Avid project opens, click the “Settings” tab and then double-click MEDIA CREATION.

5. Click the IMPORT tab. Next to “Video Resolution” select DNxHD 36 MXF from the drop-down menu and then click the first APPLY TO ALL.

6. Next to “Video Drive” select your ISIS workspace or external hard drive from the list and then click the second APPLY TO ALL. Click OK.
7. Under the "Settings" tab double-click IMPORT.

8. Click to select 601/709 under “Aspect Ratio, Pixel Aspect” and “Color Levels”, then click to select IGNORE under “Alpha”. Click OK.

IMPORTING YOUR MXF DAILIES

1. Create a new bin labeled “MASTER CLIPS” and make sure it is open and selected. In the "MASTER CLIPS" bin click the TEXT tab.

2. In the "File" menu select IMPORT P2 and then select CLIPS TO BIN...

3. Navigate to the CONTENT AGENT workspace and select the DAILIES folder. Click OK.

4. The bin should populate with a list of all recent dailies scanned for current Dodge College projects. Shift-click to select all clips that are NOT part of your film and press DELETE. Click to select DELETE # MASTER CLIPS from the "Delete" window and click OK. All clips except those belonging to your own project will be removed from the bin. Before continuing, confirm that only YOUR clips remain in the bin.

5. Select all of your clips in the bin, then right-click and select CONSOLIDATE/TRANSCODE... from the pop-up menu.

6. Click to select CONSOLIDATE, and then click to select VIDEO AND AUDIO ON SAME DRIVES under "Target Drives".

7. Select your personal ISIS workspace or your external hard drive under "Target Drives".

8. DE-SELECT all other options in the "Consolidate/Transcode" window.

9. Click CONSOLIDATE.

10. In the "Copying Media Files" window that appears select RELINK MASTER CLIPS TO MEDIA ON TARGET DRIVE. Click OK.

11. A progress bar will appear while Avid consolidates your MXF files to your personal ISIS workspace or external hard drive. When consolidation finishes, the bin will contain duplicate clips followed by a ".old" extension. All clips with this extension are linked to the original media on the CONTENT AGENT workspace while all clips without this extension are linked to the newly consolidated media on your personal ISIS workspace or external hard drive. Confirm that all clips WITHOUT the ".old" extension have your personal ISIS workspace or external hard drive listed in the "Drive" column of the bin.

12. Select all clips WITH a ".old" extension and press DELETE.

ENTERING & CONFIRMING CLIP METADATA
1. In the “MASTER CLIPS” bin make sure the TEXT tab is still selected, then click the fast-menu in the bottom-left corner of the bin and select HEADINGS.

2. Click ALL/NONE twice to clear all selections, and then click to select the following: TC24, KN START, and LABROLL.

3. One at a time, open each clip and look at the KEYCODE burn-in over the picture at the very first frame of every clip. Keycode burn-in is located on the bottom-middle of the picture as the following sequence of numbers: XXXXXX XXXX XX.

4. Enter the start burn-in keycode into the “KN Start” field for each clip in the bin by clicking the default "-0000+00" first, and then entering the following replacing the X’s with the actual keycode values: KN XXXXXX XXX XX. Hit ENTER and click OK on the window that appears after each entry is made.

   *You must add the KN preceding the keycode.

5. One at a time, open each clip and look at the TIMECODE burn-in over the picture at the very first frame of every clip. Timecode burn-in is located on the bottom-left of the picture as the follow sequence of numbers: XX : XX : XX : XX.

6. Enter the start burn-in timecode into the “TC 24” field for each clip in the bin by clicking in the default empty field first, and then entering the timecode burn-in value. Hit ENTER after each entry is made.

7. For each clip in the bin, click the default empty LABROLL field, and then enter the lab roll. Hit ENTER after each entry is made. The lab roll is the sequence of letters/numbers following the film title in the name of each clip.

   e.g FilmTitle_LabRoll

   *ONLY enter the LabRoll, do not include the FilmTitle.

8. Confirm that each clip in the "MASTER CLIPS" bin has a proper KN Start, Labroll, and TC 24 entry.

You’re now ready to begin syncing your footage!