Forward Office

Organizing materials, creating a channel schedule and traffic log

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Reorient or relocate the receiving antenna.
Increase the separation between the equipment and receiver.
Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
Consult the dealer or an experienced radio/TV technician for help.

Shielded cables and I/O cards must be used for this equipment to comply with the relevant FCC regulations. Changes or modifications not expressly approved in writing by SoftLab-NSK Co., Ltd. may void the user's authority to operate this equipment.

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Our company warrants this product against defects in materials and workmanship for a period of one year from the date of purchase. During the warranty period, products determined by us to be defective in form or function will be repaired or replaced at our option, at no charge. This warranty does not apply if the product has been damaged by accident, abuse, misuse, or as a result of service or modification other than by us.

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General Information

The Forward Office product is designed to: receive, catalog, store, and manage video material; create the channel schedule; prepare daily schedules; receive reports on the broadcasting of videos.

Forward Office allows:

- storing video material in a single database;
- creating and filing requests for broadcasting advertisements;
- creating schedule templates;
- creating playlists for specific broadcasting days;
- loading all necessary video material from its database;
- recording all broadcast video material;
- creating traffic logs;
- distributing access rights to schedule creation and management.

Several programs are included into the Forward Office software:

1. FDOfficeMovie – application for creating and editing video databases, creating requests for broadcasting video material, receiving reports on their broadcast.
2. FDOfficeTemplates – application for creating schedule templates for specific day categories (work days, weekends, holidays, etc.) as well as creating a schedule based on the selected template.
3. FDOfficeList – application for creating a broadcast schedule, loading a playlist and necessary files from a database, loading broadcast log files.

Forward Office is fully integrated with Forward T's broadcasting servers:

- allows the creation of a finished schedule for the FDOnAir program (including AutoDetect functionalities);
- supports all file types available for playthrough in the FDOnAir program;
- allows the user to receive information on the materials broadcast from a protected FDOnAir log file;
- allows the preview of a broadcast schedule in full or in separate fragments in the FDOnAir program.

Forward Office allows the user to work with several channels. A single database can be used for several channels, or each channel can have its separate database.

The Forward Office program uses Microsoft SQL Server 2005 or Microsoft SQL Server 2005 Express Edition as databases.

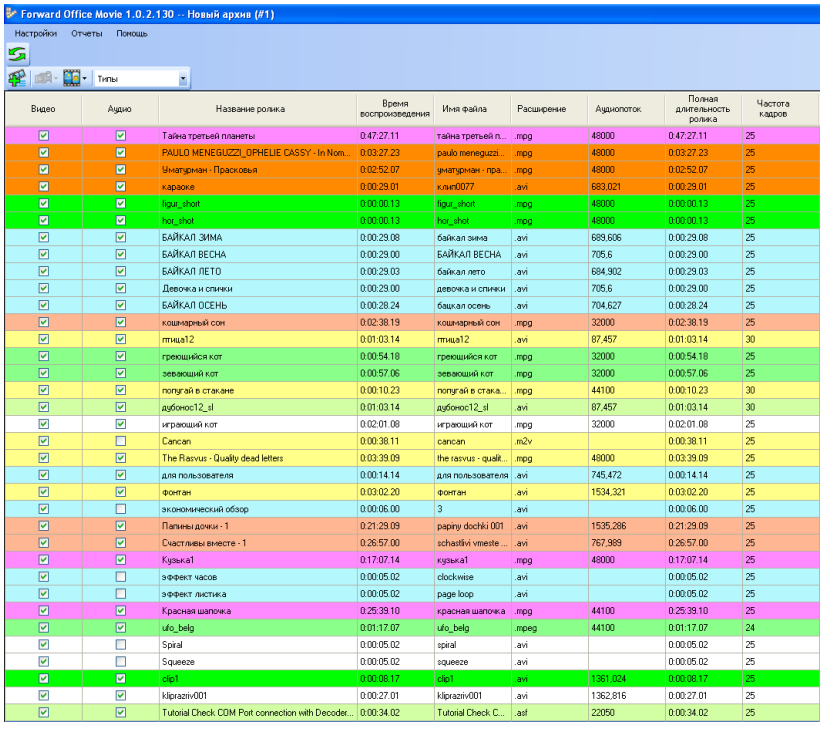
FDOfficeMovie

FDOfficeMovie is an application for creating and editing video databases, creating requests for broadcasting video material, and receiving reports on their broadcast.

FDOfficeMovie allows:

- identifying which channels the broadcaster is working with;
- creating directories that allow the recording of video descriptions into the databases;
- verifying the user's rights;
- identifying the supported formats and types of video;
- creating a traffic log on the output of a specific video file;
- receiving a report on the output of all video files for any broadcasting day.

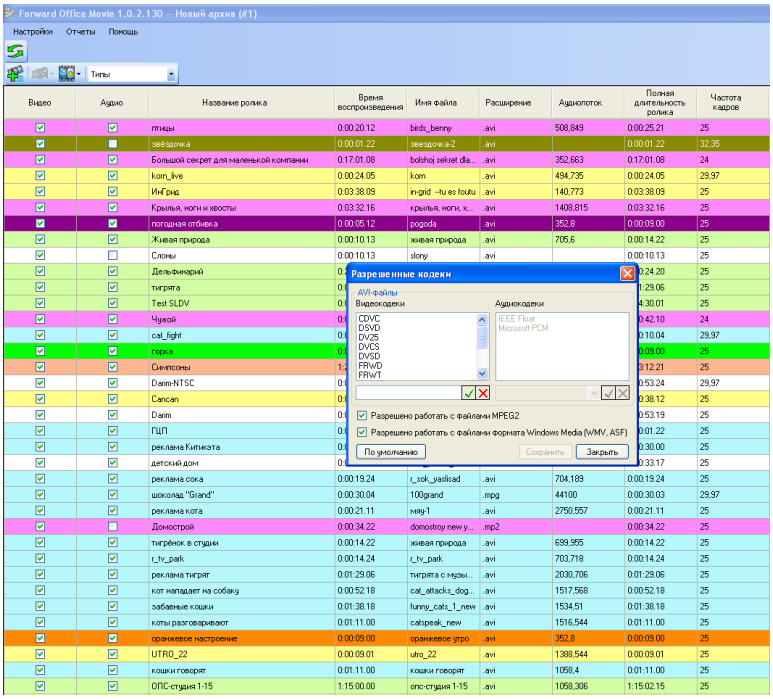
The main program window contains a list of video files that are currently recorded in the database. For ease of comprehension, the rows can be highlighted in different colors. The colors are set in the directories:



Видео	Аудио	Название ролика	Время воспроизведения	Имя файла	Расширение	Аудиопоток	Полная длительность ролика	Частота кадров
☑	☑	Тайна третьей планеты	0:47:27.11	тайна третьей п...	.mpg	48000	0:47:27.11	25
☑	☑	PAULO MENEGUZZI_ORHELIE CASSY - In Nom...	0:03:27.23	paulo meneguzzi...	.mpg	48000	0:03:27.23	25
☑	☑	Уматурман - Прасковья	0:02:52.07	уматурман - пра...	.mpg	48000	0:02:52.07	25
☑	☑	караоке	0:00:29.01	клип0077	.avi	683,021	0:00:29.01	25
☑	☑	figur_short	0:00:00.13	figur_short	.mpg	48000	0:00:00.13	25
☑	☑	hor_shot	0:00:00.13	hor_shot	.mpg	48000	0:00:00.13	25
☑	☑	БАЙКАЛ ЗИМА	0:00:29.08	байкал зима	.avi	689,606	0:00:29.08	25
☑	☑	БАЙКАЛ ВЕСНА	0:00:29.00	БАЙКАЛ ВЕСНА	.avi	705,6	0:00:29.00	25
☑	☑	БАЙКАЛ ЛЕТО	0:00:29.03	байкал лето	.avi	684,902	0:00:29.03	25
☑	☑	Девочка и спички	0:00:29.00	девочка и спички	.avi	705,6	0:00:29.00	25
☑	☑	БАЙКАЛ ОСЕНЬ	0:00:28.24	бацкал осень	.avi	704,627	0:00:28.24	25
☑	☑	кошмарный сон	0:02:38.19	кошмарный сон	.mpg	32000	0:02:38.19	25
☑	☑	птица12	0:01:03.14	птица12	.avi	87,457	0:01:03.14	30
☑	☑	грекющийся кот	0:00:54.18	грекющийся кот	.mpg	32000	0:00:54.18	25
☑	☑	зевающий кот	0:00:57.06	зевающий кот	.mpg	32000	0:00:57.06	25
☑	☑	попугай в стакане	0:00:10.23	попугай в стака...	.mpg	44100	0:00:10.23	30
☑	☑	дубонос12_sl	0:01:03.14	дубонос12_sl	.avi	87,457	0:01:03.14	30
☑	☑	играющий кот	0:02:01.08	играющий кот	.mpg	32000	0:02:01.08	25
☑	☐	Cancan	0:00:38.11	cancan	.m2v		0:00:38.11	25
☑	☑	The Rasvus - Quality dead letters	0:03:39.09	the rasvus - qualit...	.mpg	48000	0:03:39.09	25
☑	☑	для пользователя	0:00:14.14	для пользователя	.avi	745,472	0:00:14.14	25
☑	☑	фонтан	0:03:02.20	фонтан	.avi	1534,321	0:03:02.20	25
☑	☐	экономический обзор	0:00:06.00	3	.avi		0:00:06.00	25
☑	☑	Папины дочки - 1	0:21:29.09	papiny dochki 001	.avi	1535,286	0:21:29.09	25
☑	☑	Счастливы вместе - 1	0:26:57.00	schastlivi vmeste ...	.avi	767,989	0:26:57.00	25
☑	☑	Кузька1	0:17:07.14	кузька1	.mpg	48000	0:17:07.14	25
☑	☐	эффект часов	0:00:05.02	clockwise	.avi		0:00:05.02	25
☑	☐	эффект листика	0:00:05.02	page loop	.avi		0:00:05.02	25
☑	☑	Красная шапочка	0:25:39.10	красная шапочка	.mpg	44100	0:25:39.10	25
☑	☑	ufo_belg	0:01:17.07	ufo_belg	.mpeg	44100	0:01:17.07	24
☑	☐	Spiral	0:00:05.02	spiral	.avi		0:00:05.02	25
☑	☐	Squeeze	0:00:05.02	squeeze	.avi		0:00:05.02	25
☑	☑	clip1	0:00:08.17	clip1	.avi	1361,024	0:00:08.17	25
☑	☑	klipraziv001	0:00:27.01	klipraziv001	.avi	1362,816	0:00:27.01	25
☑	☑	Tutorial Check COM Port connection with Decoder...	0:00:34.02	Tutorial Check C...	.asf	22050	0:00:34.02	25

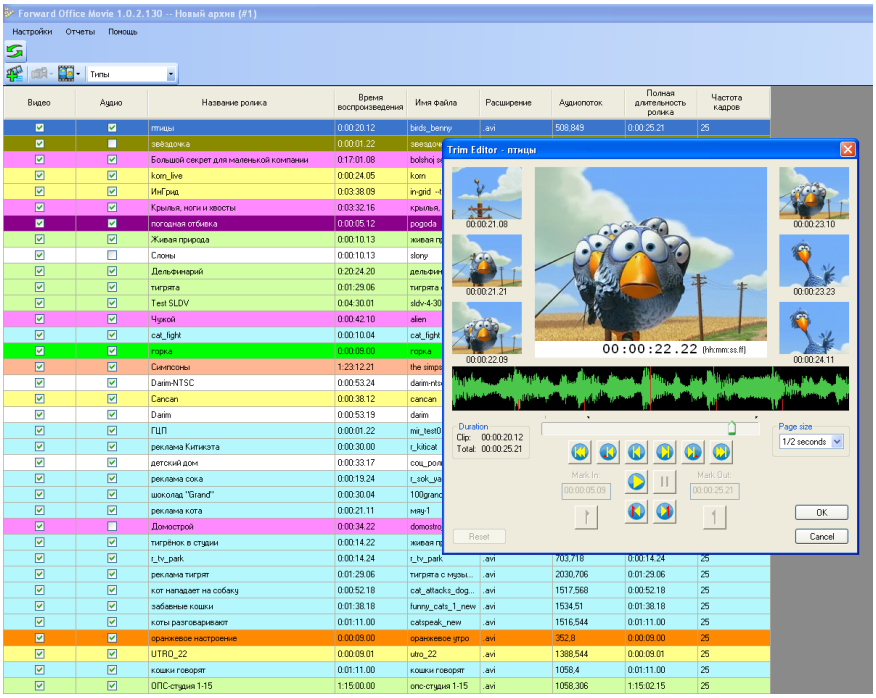
The program allows the editing of the table (hiding columns, changing their order) in order for the user to be able to see the information needed. Files can be added, deleted, and loaded from the database one by one or as groups.

When the video file is recorded into the database a primary analysis is performed on its type and file compatibility, the codec used:



File descriptions are formed both from the directory information and by user input. User defined directory attributes help to fully describe the file.

The program allows for a file quick search. Each file can be quickly previewed using TrimEditor or Windows Media Player:



Several video files can be combined into a series. When selecting a file from the table that belongs to a series, all files from that series are also highlighted.

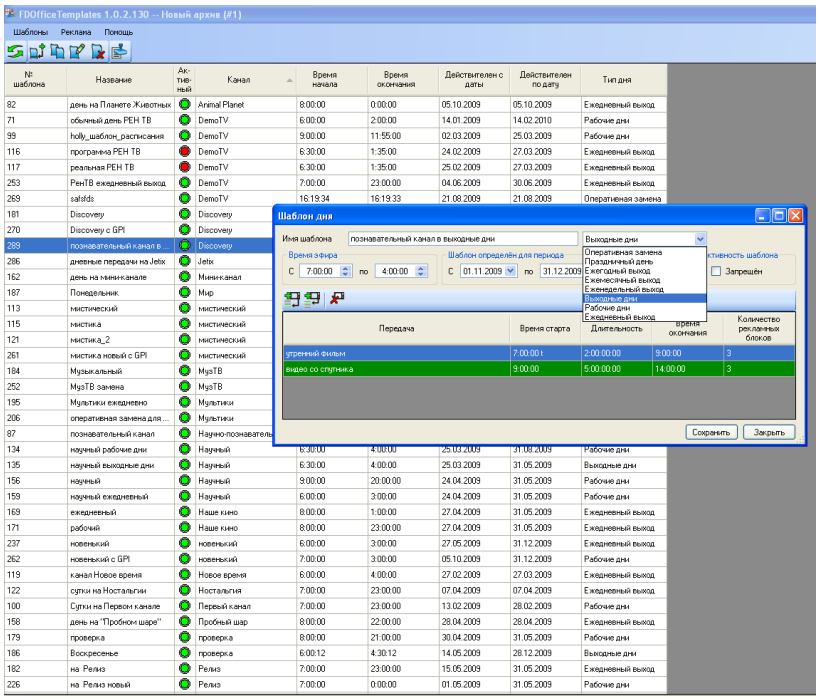
Licensing information can be set for each file; for advertisements – the request to display the ad in specific ad blocks.

FDOfficeTemplates

FDOfficeTemplates is an application for creating schedule templates for specific day categories (work days, weekends, holidays, etc.) as well as creating a schedule based on the selected template.

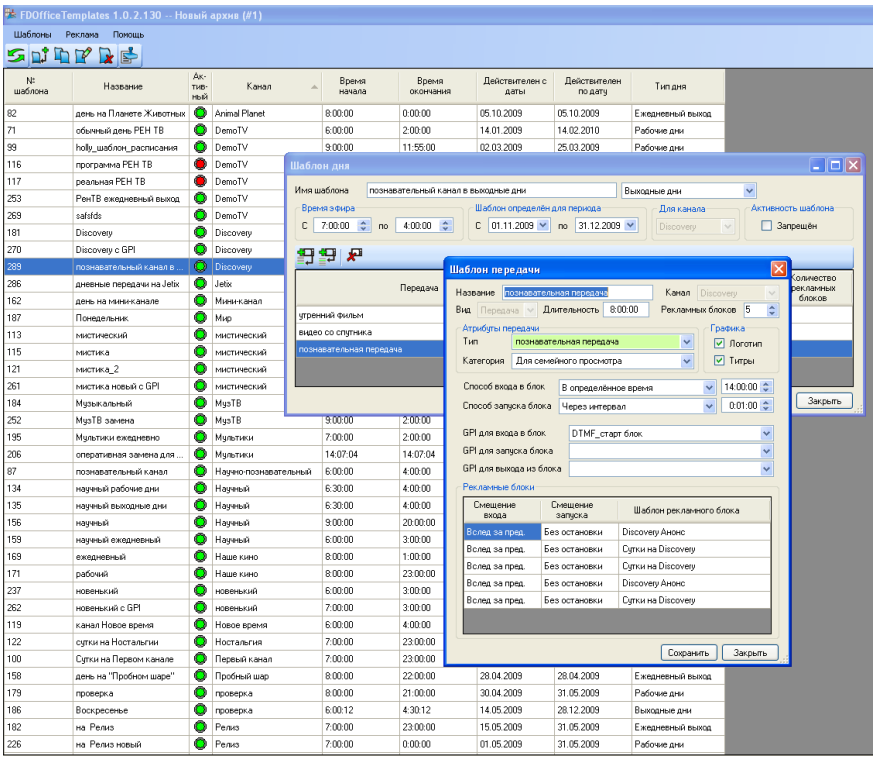
The program allows for the creation of any number of schedule templates for specific day categories (listed from lowest to highest priority):

- daily output;
- work days;
- weekends;
- weekly output (for a specific day of the week);
- monthly output (for a specific date of the month);
- annual output (for a specific date);
- operation replacement (for a specific date).

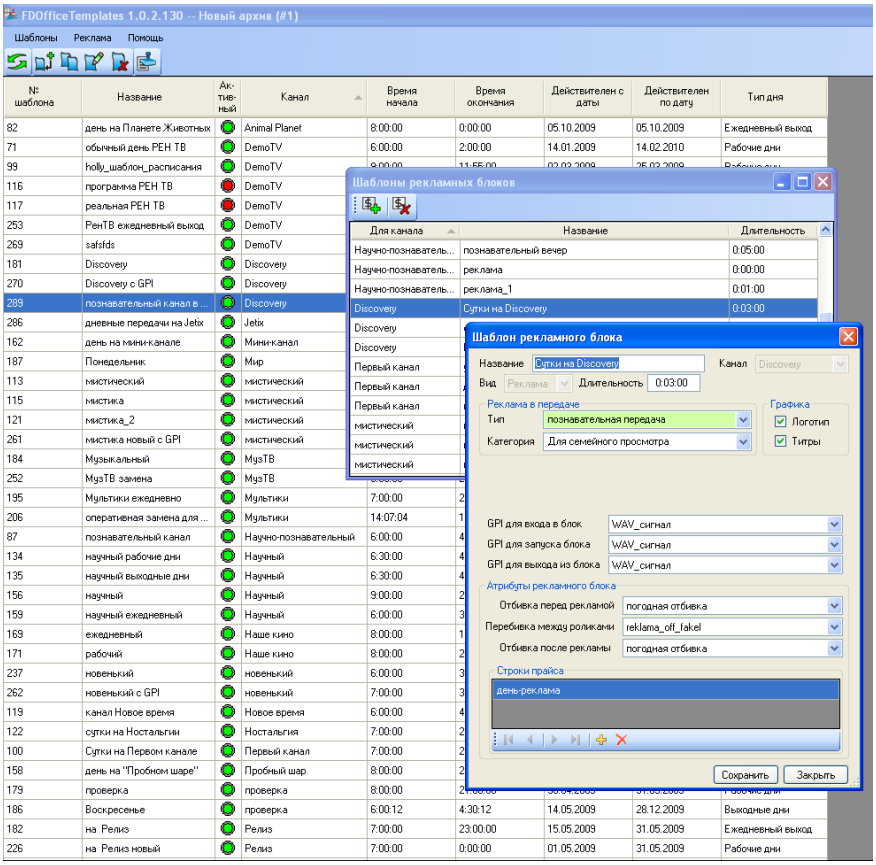


When creating a schedule for a specific day based on a template the template used will depend on the priority selected. The user can set the duration of the template.

The following information is described in the template: the programs that will be included (no specifics), their duration and amount, their broadcast time, the method used to start ad blocks and announcement blocks. The program type and category can also be set:



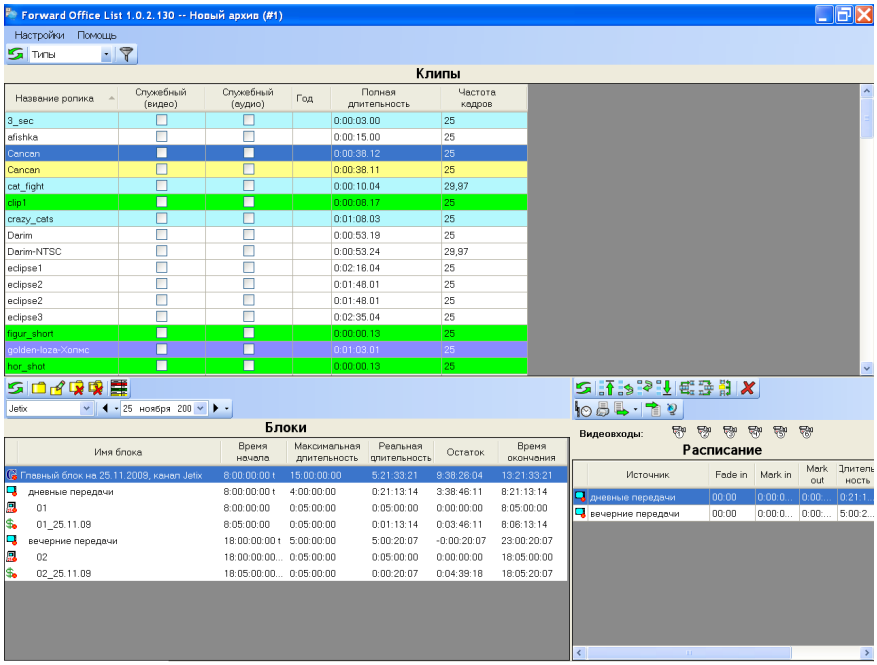
For ad blocks the “start” and “end” videos can be selected, as well as the intermissions between the advertisements. AutoDetect events can be used as the “end” in an ad block:



FDOfficeList

FDOfficeList is an application for creating a broadcast schedule, loading a playlist and necessary files from a database, loading broadcast log files.

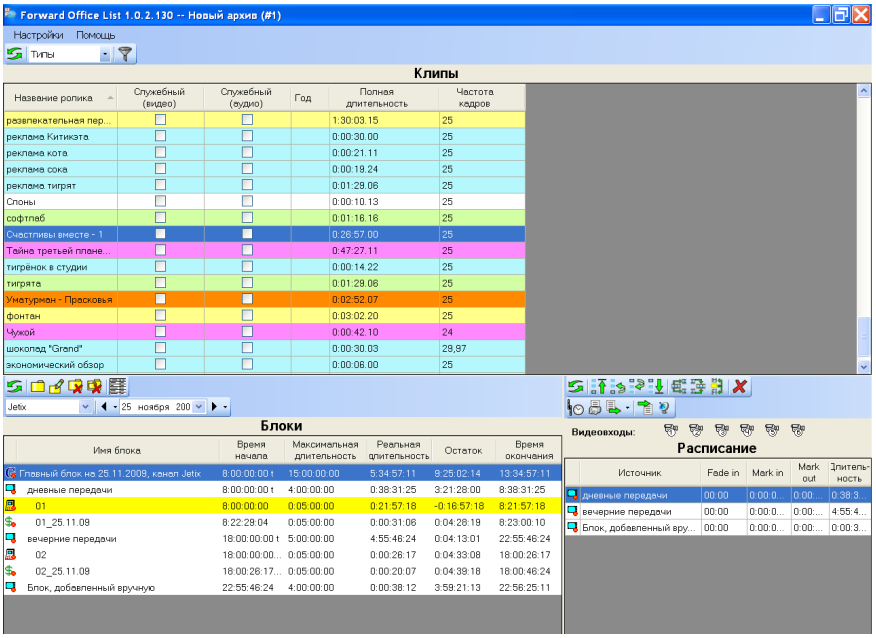
A daily schedule is an hierarchical structure of blocks of which the broadcast consists. The first block is always the “Main block” into which the program blocks are added. Advertisement blocks and announcements blocks can be added to each program block. Previously created ad blocks can be inserted into advertisement block (for example if there are videos that need to be in each block):



The schedule can be created based on templates prepared in the FDOfficeTemplates program. Furthermore the schedule can be created manually. To quickly add files and fill blocks with other blocks, drag and drop files.

When selecting any block, the list of files will display on those files that can be added to this block. However you can turn off the filter at any time and view the full list of files.

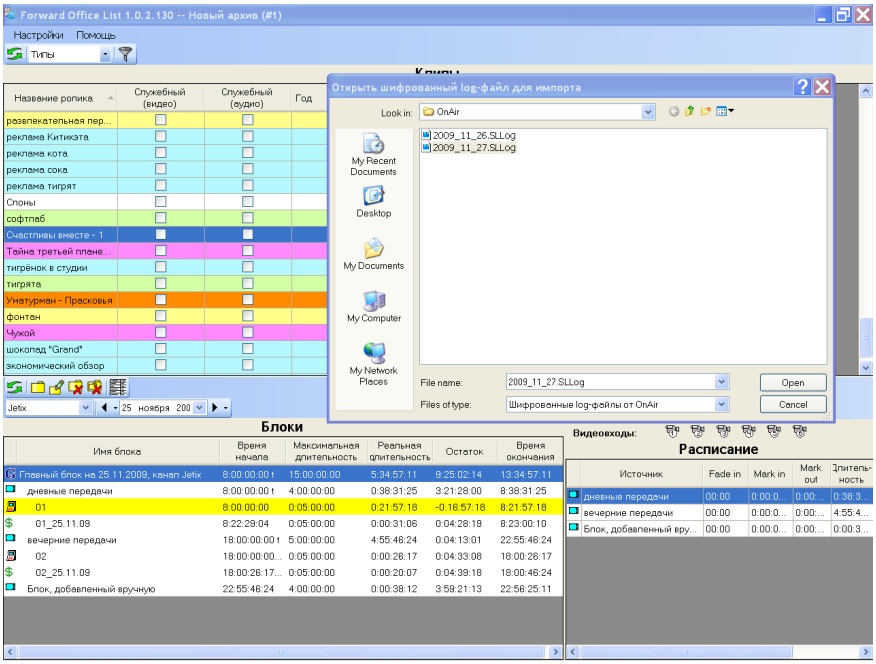
When filling up a block its duration is calculated (including “start” and “end” files, intermissions, inserted blocks). “Issue” blocks that take up more than their allotted time or don’t fill it up completely (creating “holes” between blocks) are highlighted:



Each video file added to a block can be trimmed using the TrimEditor. This allows the user to insert another block in between its parts.

The prepared control schedule can be viewed in the FDOnAir program. A ready playlist and the necessary video files for the broadcast can be loaded from the program to transfer them to a broadcasting server.

After the broadcast of the formed block the program allows the importing of a protected FDOnAir log file, based on which traffic logs and output logs are created:



Useful links

Product descriptions, software installation, documentation, ready solutions

Forward Office products:

http://www.softlab-nsk.com/rus/forward/office.html

Forward T products:

http://www.softlab.tv/forward/index.html

Forward TS products:

http://www.softlab.tv/forward/streaming.html

Tech Support

E-mail: forward@softlab.tv

forward@sl.iae.nsk.su

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Forums

http://www.softlab-nsk.com/forum (currently available in Russian only)

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