ADMIN GUIDE

AXIS

Administration Guide (v2.3)

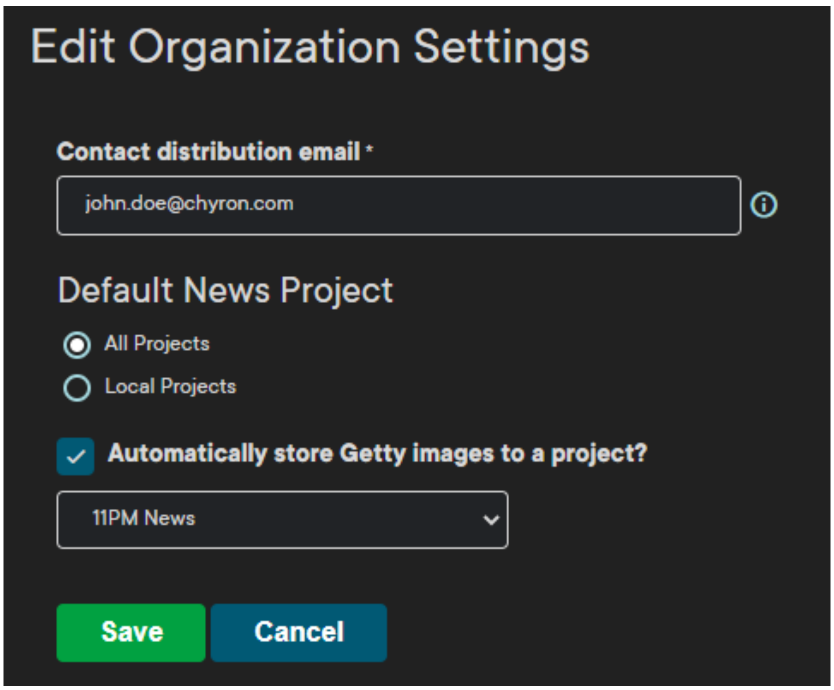
2023

SINCE DAY ONE.

01: Organization Settings

Overview

Administrators can configure global settings for the top-level organization, usually the Group. These settings cannot be changed at the station or Department level, unless the station is the top level in a single station organization.



Configure settings for a News project

The organization can set the default view of Axis News content browser to either include or exclude premium third-party content. This feature is configured for the entire organization (example: station group). It cannot be changed at the station or department level.

- If set to All Projects, then by default, the search results from all of the organization's projects, including premium content, are automatically displayed.
- If set to Local Projects, then by default, the search results of the station's Local Projects, excluding third-party content, are automatically displayed.

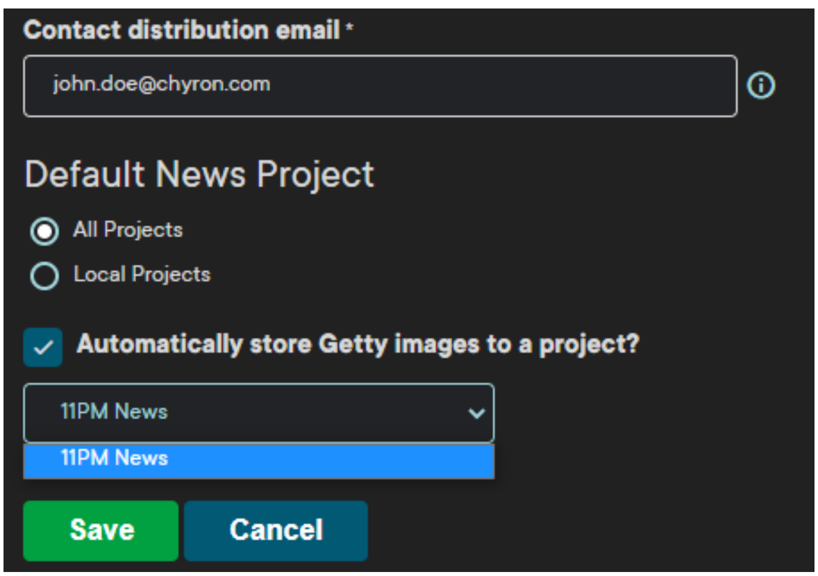
If the user has been granted access to third-party content, then the user can change the search parameters for a specific search, and specify a third-party content folder (examples: AP GraphicsBank V2 or Getty Editorial Images) or by selecting All Projects.

Set a default view for a News project

1. Navigate to Home > Organization Settings
2. Select either All Projects or Local Projects.
3. Click **Save**.

Store Getty images automatically

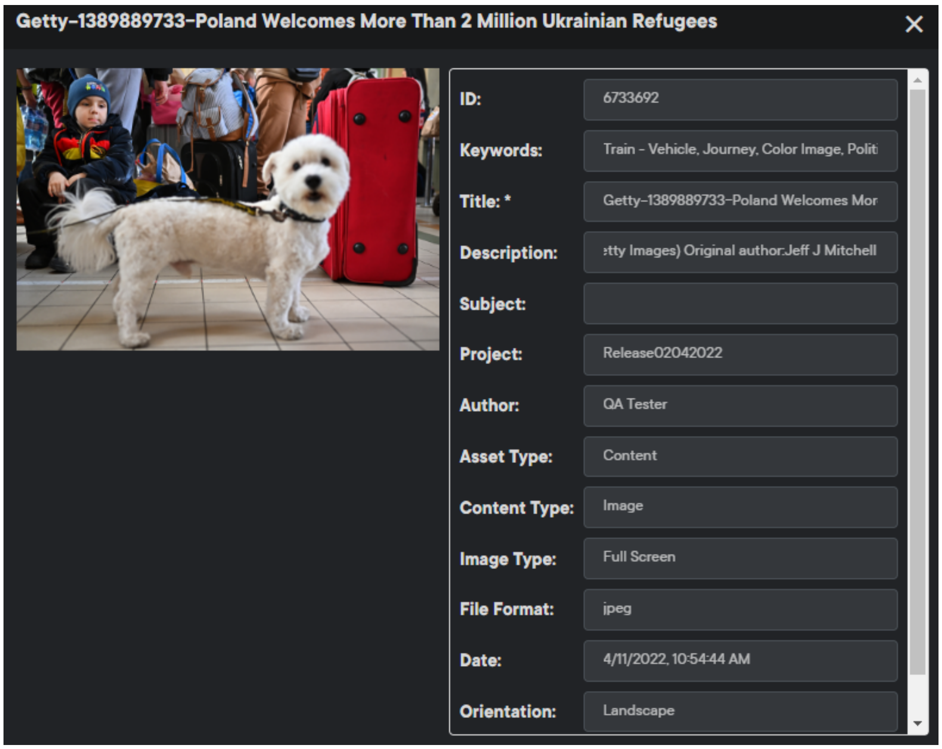
1. Navigate to: Home > Administration > Organization Settings
2. Check the Automatically store Getty images to a project checkbox.
    - From the dropdown, select the Project (folder) from the dropdown to which the Getty images are to be saved. The available Projects are those that have been specified as Public in Projects administration (Home > Administration > Projects).



Note: This setting is specific for Getty Editorial images that are downloaded either in News or Track. These images can be copied, with metadata, to a local folder

- ID: An Axis ID is assigned for this asset with the Getty ID is appended to the Title field for reference.
- Title: The label Getty and the Getty ID are appended to the assets Title for reference.
- Description: The name of the original author of the image is appended to the end of the Description field.
- Author: The name of the Axis user who downloaded the image is specified as the asset's author.

Image caption: The image below shows the Getty asset as it appears in Track. The News module displays the ID, Getty ID, and Title.

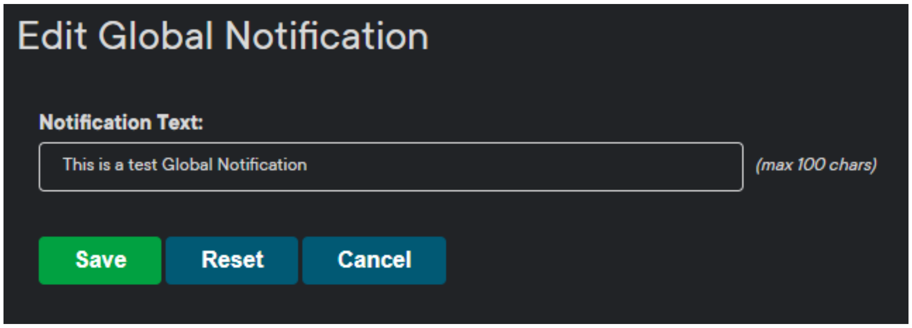


Send a notification to users of the organization

Administrators can post a Notification to the users in their organization by entering the text in the box as shown.

The notification text will be displayed below the account information.

Once a user clicks the red X, the notification will no longer be shown until it is changed by the administrator.



Monitor logins and user access

To track service use, the Admin can generate Login Reports. A Login Report lists each instance of a login within the stated date range (inclusive) and time zone.

To generate a report:

1. Set Start date, End date and Time zone.
2. Click Download CSV. The report downloads to the local device.

If opening in a spreadsheet application, such as Excel, you may need to expand the width of the columns in order to view the content.

The Login Report provides the following information for each login:

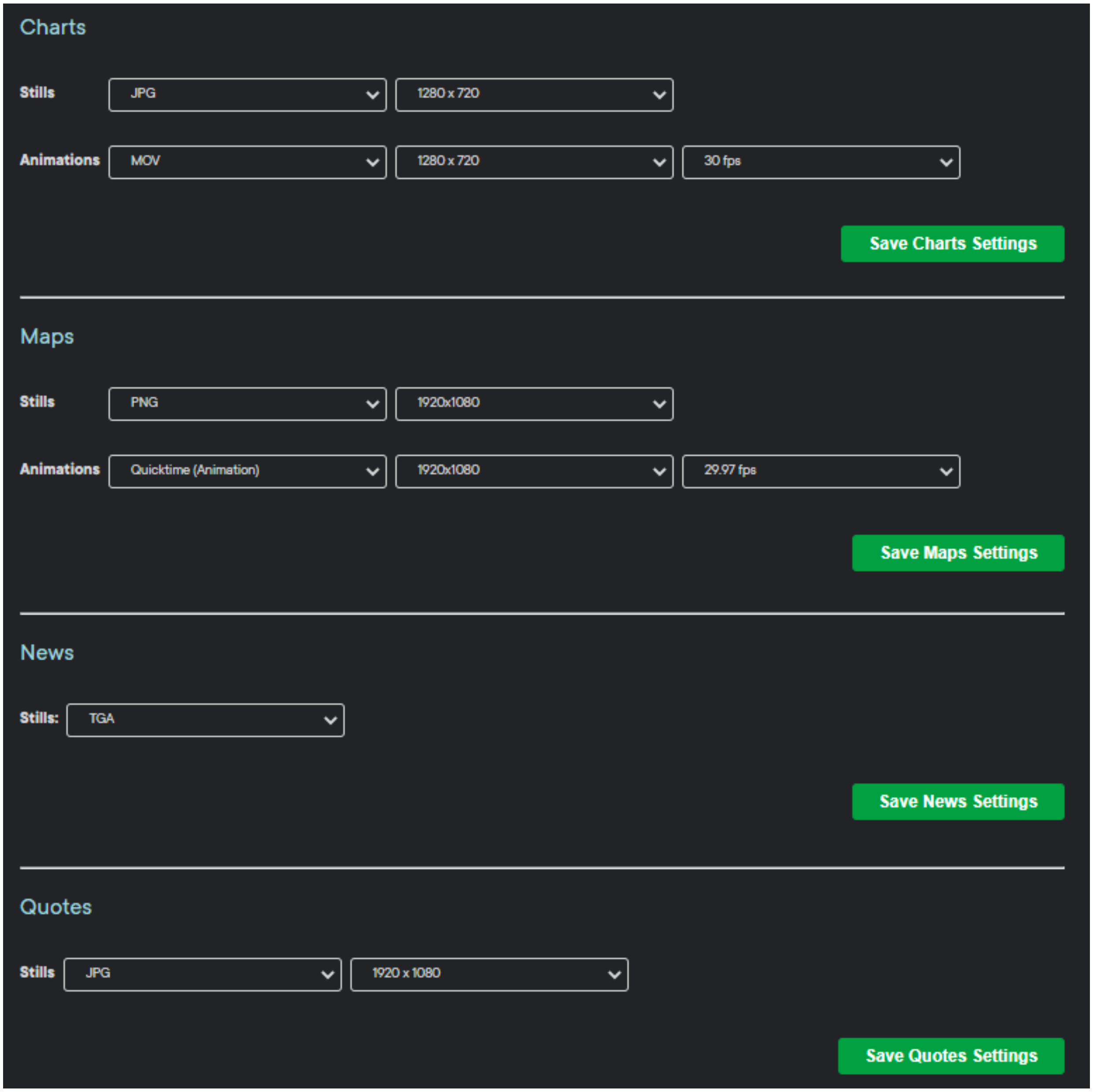
- Date/Time stamp of login to Axis
- Login (Username) of person who logged in
- Total Concurrent Logins Count
- Concurrent Logins Purchased

Concurrent Logins Buffer: This is the number of logins beyond the purchased number of logins that Axis allows as a buffer.

02: Output Formats

Overview

Axis provides the ability to customize output formats, resolutions, and frame rates for each service.



Formats, resolutions, and frame rates

Charts

- Stills
  - Format: BMP, JPG, PNG, TGA, TIF
  - Resolution: 1280 x 720, 1920 x 1080
- Animations
  - Format: MP4
  - Resolution: 1280 x 720, 1920 x 1080
  - Frame Rate: 20 fps, 30 fps, 50 fps, 60 fps

Maps

- Stills
  - Format: BMP, JPG, PNG, TGA, TIF
  - Resolution: 720 x 486, 720 x 576, 1280 x 720, 1920 x 1080
- Animations
  - Format: AVI (MJPEG), Quicktime (Animation), Quicktime (Avid DNxHD), QuickTime (H.264), MP4 (H.264), MP4 (MPEG-4)
  - Resolution: 720 x 486, 720 x 576, 1280 x 720, 1920 x 1080
  - Frame Rate: 29.97 fps, 30 fps

News

- Stills
  - Format: TGA, PNG, TIF, JPG

Quotes

- Stills
  - Format: PNG, TGA, JPG, BMP, TIF
  - Resolution: 1280 x 720, 1920 x 1080

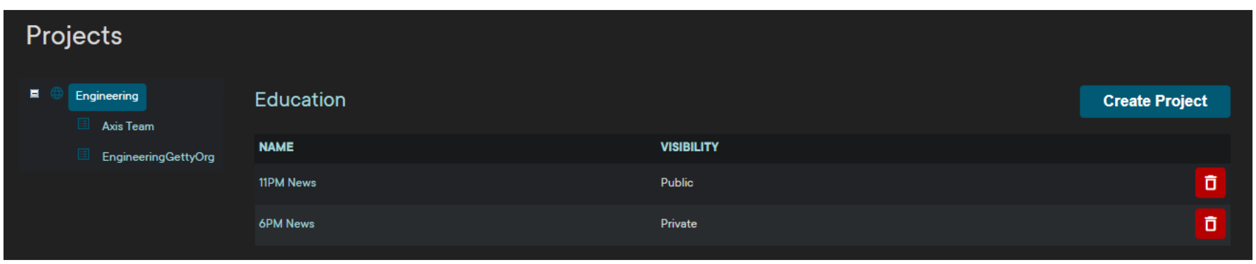
03: Projects

Overview

Projects can be added by an organization's administrator to a station, group, or department level, or across the station group.

View projects

1. Navigate to Settings > Projects.
2. The Projects page displays the following.
    - List of groups and stations
    - Each project name
    - Each project's visibility setting (public or private)
        - Public: The contents of the project is visible to the entire organization.
            - A public project (folder) can be specified, as set in Home > Administration > Organization Settings > Automatically store Getty images to a project
        - Private: The contents of the project are visible to only those who are granted access to the project.



Change the visibility setting of a project folder's

To make a project folder's visibility public:

1. Navigate to: Home > Administration > Organization Settings
2. Locate the project.
3. Change the visibility setting as needed.
    - Public: The contents of the project are visible to the entire organization.
    - Private: The contents of the project are visible to only those who are granted access to the project.

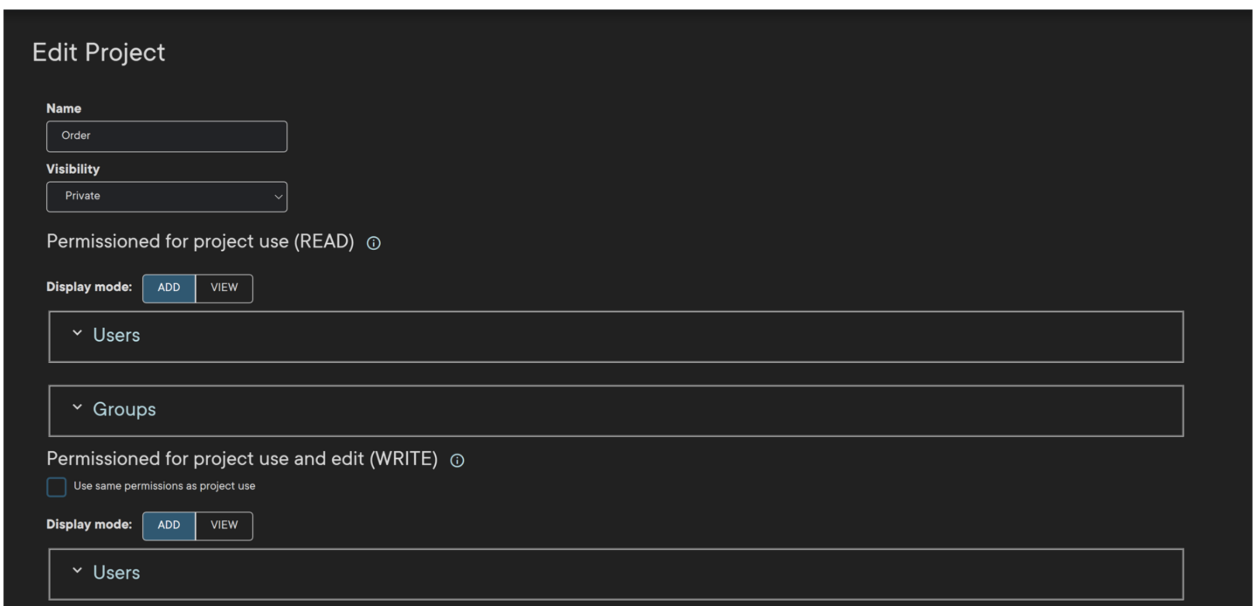
Automatically store Getty images to a project

To receive a copy of any Getty Editorial image that is downloaded either in News or Track, with metadata:

1. Locate the project.
2. Select **Automatically store Getty images to a project.**

Add, edit, or remove a project

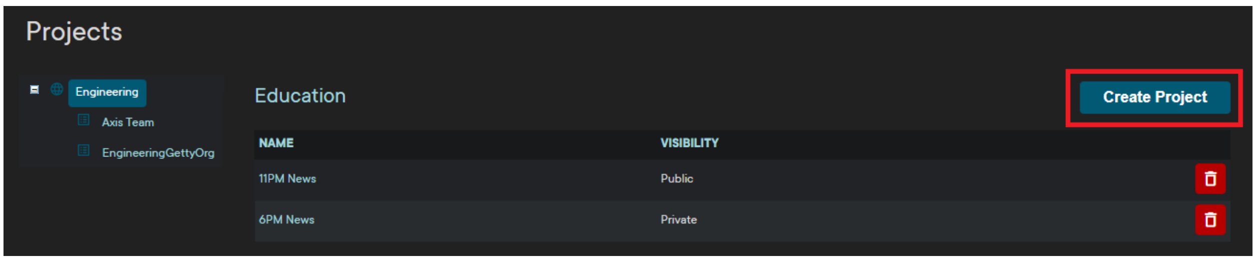
1. Navigate to the organization hierarchy
2. Select the top-level station group, station, or department to view.
3. A list of associated Projects is displayed.
4. Click on a project to view.
5. Click the expand arrow next to any project to see corresponding users and groups.
6. There are two display modes:
    - Add: This mode allows the editing the member list for the project's users and groups
    - View: This mode allows the details project list to be viewed and
        - Click the Delete icon to remove for users or groups from a project.

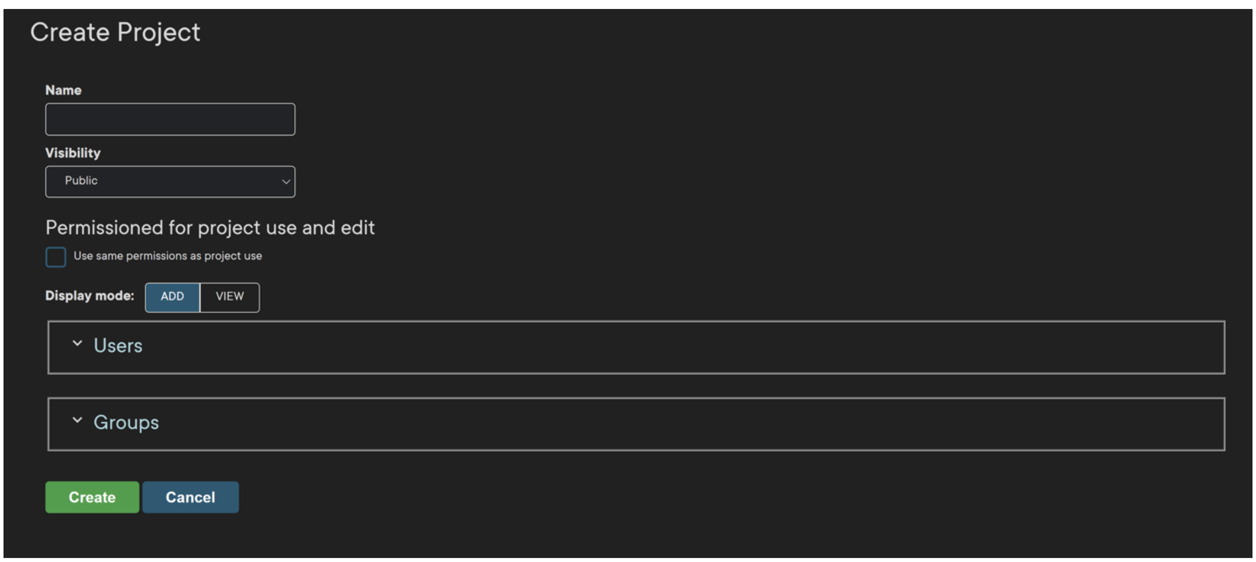


Create a project

To create a Project:

1. Navigate to the Organization list.
2. Select the station group.
    - Note: In the image shown, the station group is "Demo", the station or the department that will contain the project.
3. Click **Create Project**.
4. The Create Project dialog opens.
    - In the Name field, enter a name for the project.
    - In the Visibility menu, select Public or Private.
    - If needed, click the **Use same permissions as project** checkbox to inherit permissions.



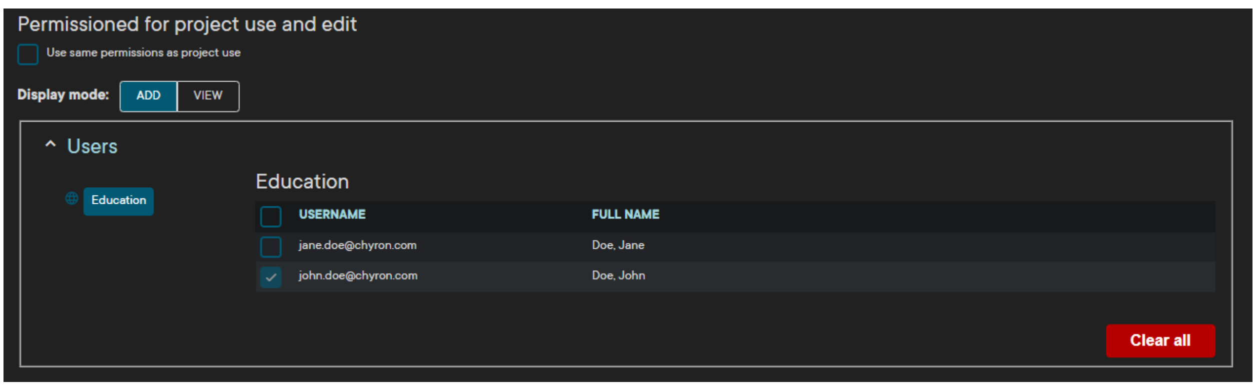


Add users to a project

To add one or more individual users to the project:

1. Click the down arrow to the left of Users.
2. The User Permission screen displays.
3. In the list of names, click the checkbox to add users to the project.
    1. To select all in the list, click the checkbox above the Select column heading.

2. To add users from other stations/departments, repeat steps 2 and 3 as needed.
3. To clear all checkboxes in the list, click the **Clear all** button.



Add groups to a project

To add one or more user groups to the project:

1. Click the down arrow to the left of Groups.
2. The Organization list displays.
3. Select the station group, the station, or the department in which the project will reside.
4. In the list of names, click the checkboxes to add users to the project.
    - To select all in the list, click the checkbox above the Select column heading.
    - To clear all checkboxes in the list, click the **Clear all** button.

04: Groups and Seats/Licenses

Overview

The organization can create User Groups on the organization or station, department level, or across the organization. User Groups make it easier to assign.

Organization levels

Axis has multiple organizational levels that provide access to services and functions:

- **Group**: The Group is the top-level organization that consists of multiple Stations. Group-level administrators manage users and projects at various levels within the Group.
    - **Station**: A Station is a level is within the Group. Station-level administrators manage the users and projects within that Station.
        - **Department**: A Department (News, Sports, Sales, Art, etc.) is a level within a Station.

Axis easily scales. It is used by both large station groups and by single stations. For single station clients, the station becomes the top-level organization.

[image]

Figure 1. Example Organizational Hierarchy

The figure shows typical administration hierarchies for multi-station and single-station organizations. It does not show users split out by specific Axis service, with the exception of Limited User, which applies only to Axis Order.

View a group's settings

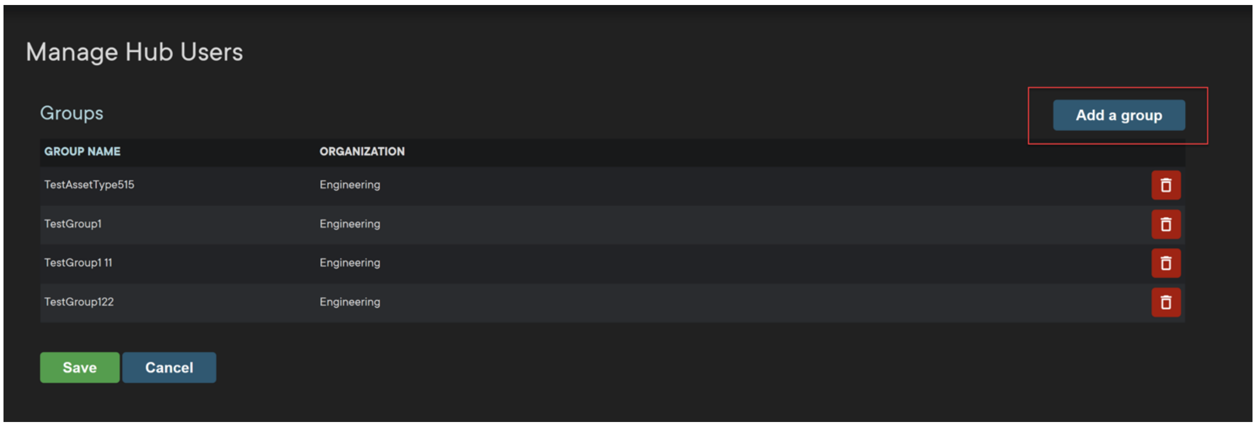
In the organization hierarchy list at the left of the page, select the organization, station, or department. The list of groups for the selected level appears. If no groups exist, then the Group Name column displays “No User Groups for this Organization.”

- The Manage Groups page
    - List of groups and stations.
    - A table that lists each Group Name and the Organization with which it is affiliated.

Add a group

To add a user group:

1. Click **Add a Group**.
2. The Add User Group dialog appears.
3. Enter a group name in the Name field, and then click **Add Group**.
4. The new group appears in the group list.



Rename a group

To edit the name of a user group:

1. In the group list, click the name of the group to which you would like to add members (users).
2. The Edit Group page opens.
3. Edit the name.
4. Click **Save Group**.

Remove a group

To delete a user group:

1. Click the Delete icon in the row that contains the User Group name.

Edit group member assignments

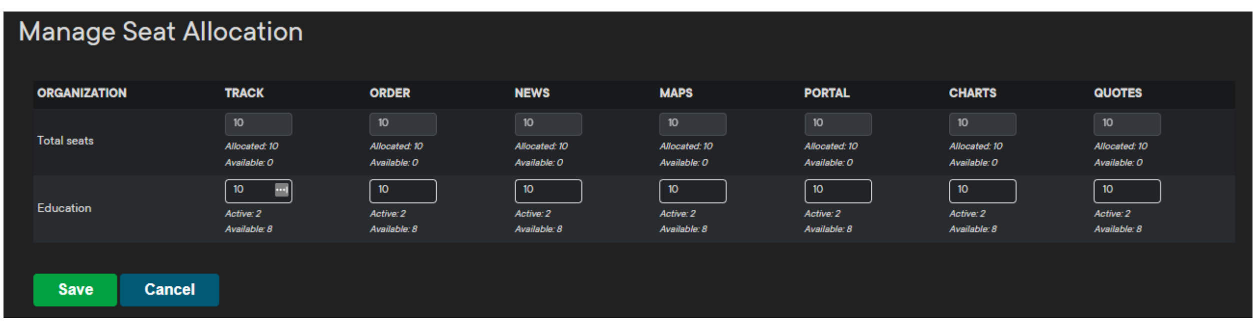
An individual's User Group settings can also be edited via Administration > Users > Edit User > Groups.

To view a user group:

1. In the organization hierarchy, select the top-level station group, station, or department to view.
2. The list of associated User Groups displays.
3. Click on a group to view it.
4. The Edit Group page appears. There are two display modes:
    - Add: This view allows the User Group member list to be edited.
        - Note that the organization hierarchy is displayed. If the list is not displayed, then click the arrow to the left of Users to view.
    - View: This allows the list to be viewed, and for names to be deleted from the User Group.
5. Add or remove members as follows:
    - To select a user to add to the group, click the unchecked checkbox, in the Select column, to the left of the user's name.
    - To select all users to add to the group, click the unchecked checkbox at the top of the Select column.
    - To remove a user from the group, click the checked checkbox, in the Select column, to the left of the user's name.
    - To remove all users from the group, click Clear all.
6. Click **Save Group**. (Scroll to the bottom if needed.)

Seat allocations

Chyron sets the total seat allocations for each Axis Service as per the Axis contract for the Organization as a whole.



The Organization administrator sets the seat allocation for each service for the Station Group and each Station.

1. Click Settings button in top right corner of main page.
2. Click Seat Allocation button.
3. The top row, named Total Seats, displays the following data on the Organization level:

- The total number of seats contracted for each Axis Service for the entire Organization.
- The number of seats allocated for each Axis Service for the entire Organization.
- The number of seats available for each Axis Service for the entire Organization.

The total number of seats contracted for each Axis service is the sum of the number of seats allocated for each service, plus the number of seats available for each service.

The second row, identified by the Station Group name, displays seat allocation information at the Station Group. The seats allocated to the Station Group are distinct from the seats allocated to individual stations. In this context, Station Group users can be thought of as a station, with its own set of services and seat allocations.

- The total number of seats designated for each service at the Station Group.
- The number of seats allocated for each service at the Station Group.
- The number of seats available for each service at the Station Group.

Each row below the second row, identified by <Station Group Name>::<Station Name>, represents a Station in the Organization, and displays the following data on the Station level:

- The total number of seats designated for each service at the specific Station.
- The number of seats allocated for each service at the specific Station.
- The number of seats available for each service at the specific Station.

Example:
An organization that contains a station group under which there are four stations, has 100 News seats available.

For each seat allocation, there is a number of seats entered to be allocated for the specific service at the specific station.

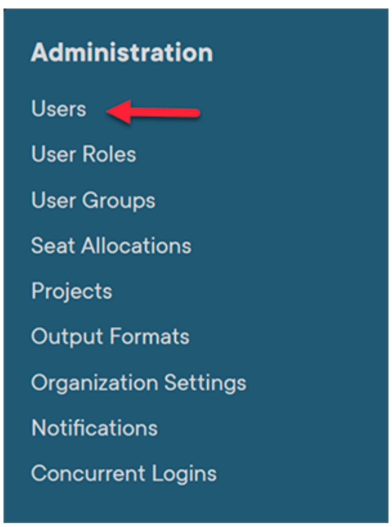
When all seat allocations have been set, the changes are saved.

05: Users, Roles, and Permissions

Users

View users

1. Go to Home.
2. Click the Settings button.
3. Click **Users**.
4. The Manage Users screen opens.
5. The User panel displays five fields:
    - Active – A checkmark indicates the user is active.
    - Username – the user's email address when first created (The corporate email address may be changed at a later time but the username cannot be changed.)
    - Full Name – the full name of the user in the format <last name>, <first name>.
    - Organization – the user's assigned organization
    - Delete – the ability to remove the user
6. Sort the list of users by clicking any eligible column header. Click again to alternate between ascending and descending order.



Add a user

1. Click on the Settings button.
2. Click **Users**.
3. Click **Add User**.
4. The Create User dialog appears.
5. Complete the following fields:
    - First name: Enter the user's first name.
    - Last name: Enter the user's last name.
    - Corporate email: Enter the user's email address. The email address is used as the user login. (note: The corporate email can be changed later, but the users login will not change.)
    - Newsroom system login: Newsroom system (examples: ENPS, iNews) login. This is required for CAMIO integration. If there is no newsroom system, then this login is not required.
    - Password: Enter a password for the user.
    - Confirm password: Re-enter the same password.
    - Organization: This field is prepopulated.
6. Click **Create User**.
7. The user receives an email notification to log in.
8. The user should change their password upon first login.

Complete user profiles

An administrator can complete additional user profile information.

- Contact Information
    - Email2
    - Work Phone
    - Cell Phone
    - Home Phone
    - Other
- Account Settings
    - Time Zone
    - Language

    - Order List Auto-Refresh Rate
- Permissions
    - User Type (Administration)
    - Charts
    - Maps
    - News
    - Order
    - Quotes
    - Track
- Groups
    - Assigned groups
- Projects
    - Assigned projects
- Notifications
    - Allow user to edit notifications
    - Keep session alive for background notifications

Search for a user

To find or locate a user:

1. Click the **Field Selection** dropdown,
2. Select the desired field(s) to search or enter a search term in the right-hand field.
3. Click **Search Users**.
4. The results display.

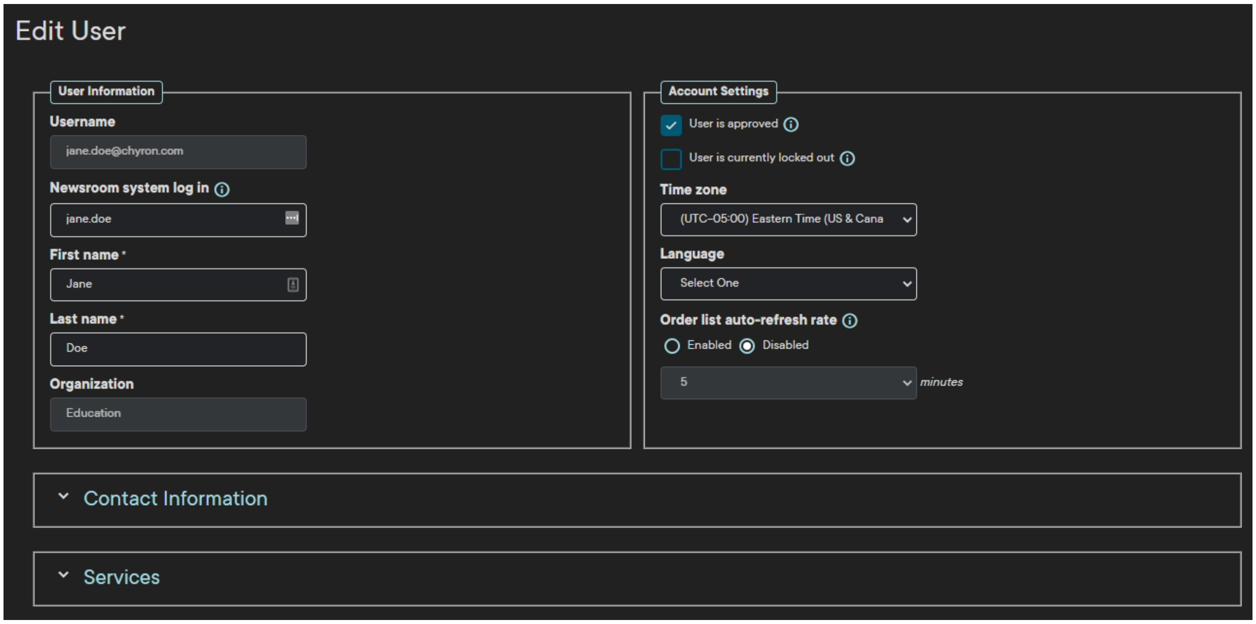
To clear the search results or to see the full list of users:

1. Clear any search parameters
2. Click **Search Users**.
3. The full list of users displays.

Edit a user

To access the Edit User page:

1. In the list of users, click the Username of the specific user.
2. The Edit User page opens.



The page is divided into administrative segments.

- **Account Settings**
    - User is approved:
        - If enabled, the user has access to Axis.
        - If disabled, then the user no longer has access to the system and all of the user's seats are relinquished, and the user's specified service roles are not honored.
    - User is currently locked out:
        - Users may get locked out for incorrectly entering their password multiple times.
        - If enabled, then the user has entered invalid credentials and cannot yet access the system.
        - If disabled, then the user can retry credential entry.
- **Other User Settings:** All other user settings shown in the Add User section can be edited.

Roles

Overview

User roles grant users various permissions across the Axis services. Administrators can view and manage User Roles for their organization in a spreadsheet format. User Roles can also be managed individually through the User menu.

User types

In general, a user is either an administrator (a Super User) or a regular user.

- **Super Users (Administrators)**
  - Has all Axis administration permissions at the Organization level
  - Has user, group, and project administration privileges
  - Can view items in Administration
  - Can edit items in Administration
- **Users**
  - Has access to Axis
  - Cannot view or edit items in Administration

Permissions by module

Each module offers varying levels of access. An administrator can configure how much access to grant.

Example:
A user who specializes in asset management might be configured as follows:

	None No access	**User Rights** User access to module features	**Administrator Rights** User access to module features Admin access to module features
Charts	x		
Maps	x		
News	x		

Order*		√	
Quotes	x		
Track		√	
**The Order module access can be limited to assigned roles and projects.*			

View a list of roles

1. Go to the organization hierarchy list.
2. Select an organization, station, or department.
3. The Manage User Roles page displays the following information:
    - Usernames
    - List of groups
    - List of stations
    - Services the user can access
        - Level of access for each service.
        - Number of active users per service
        - Number of available seats per service
        - Note: A new user cannot be added to a service if there are no available seats.

06: Order Administration

Overview

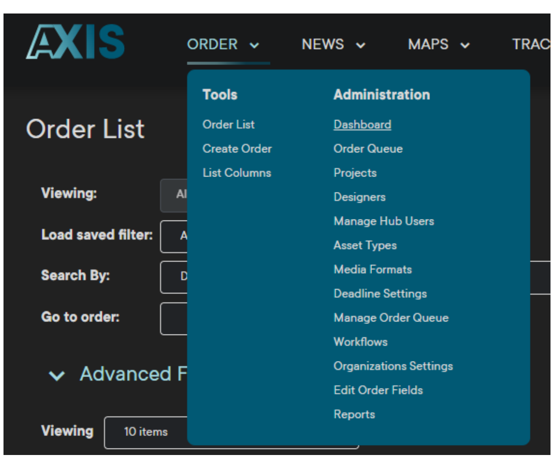
The Administration Section gives Order superusers access to administrative functions of Order. Group level superusers have more functions available compared to Station level superusers as shown below. It is expected that most Order deployments will be centralizing the designer resources and managing the system at the group level rather than individually at the station level.

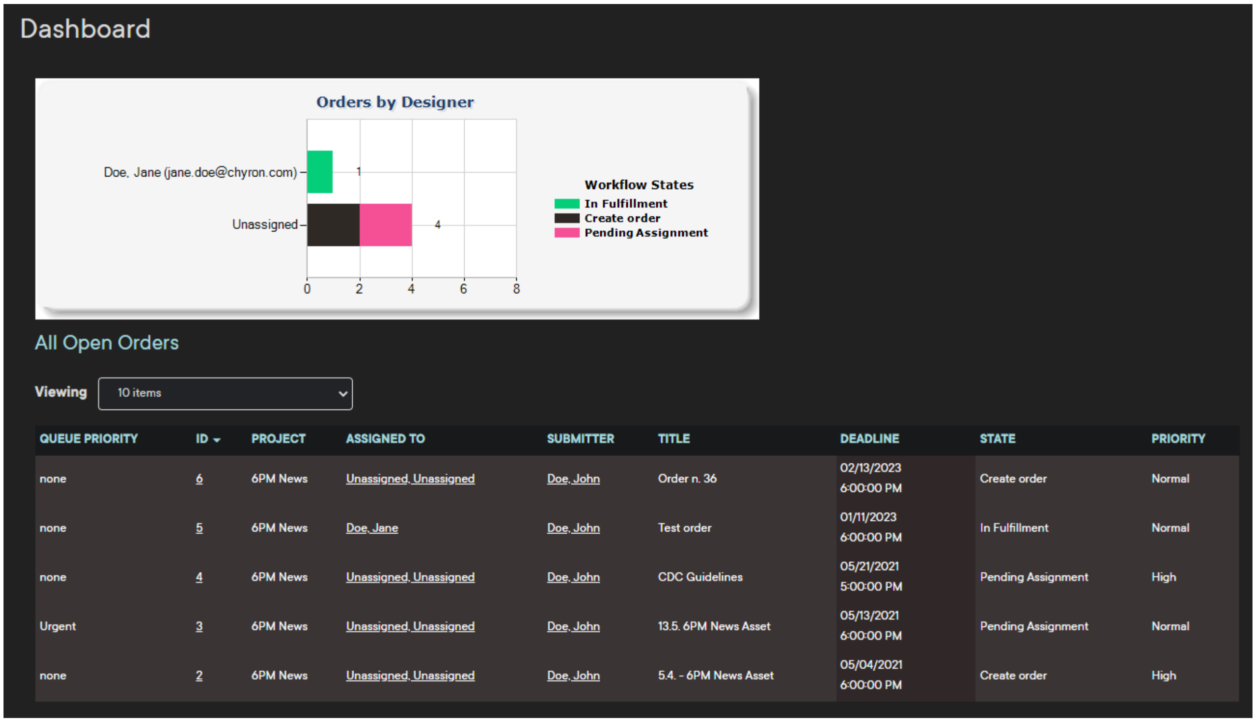
View the dashboard

The Dashboard is a high-level view of the organization's Order status. It first shows a list of Designers, the orders assigned to them, and status of those orders in graph form. The information on the graph is clickable for further inspection. It also shows a list of open/clickable orders.

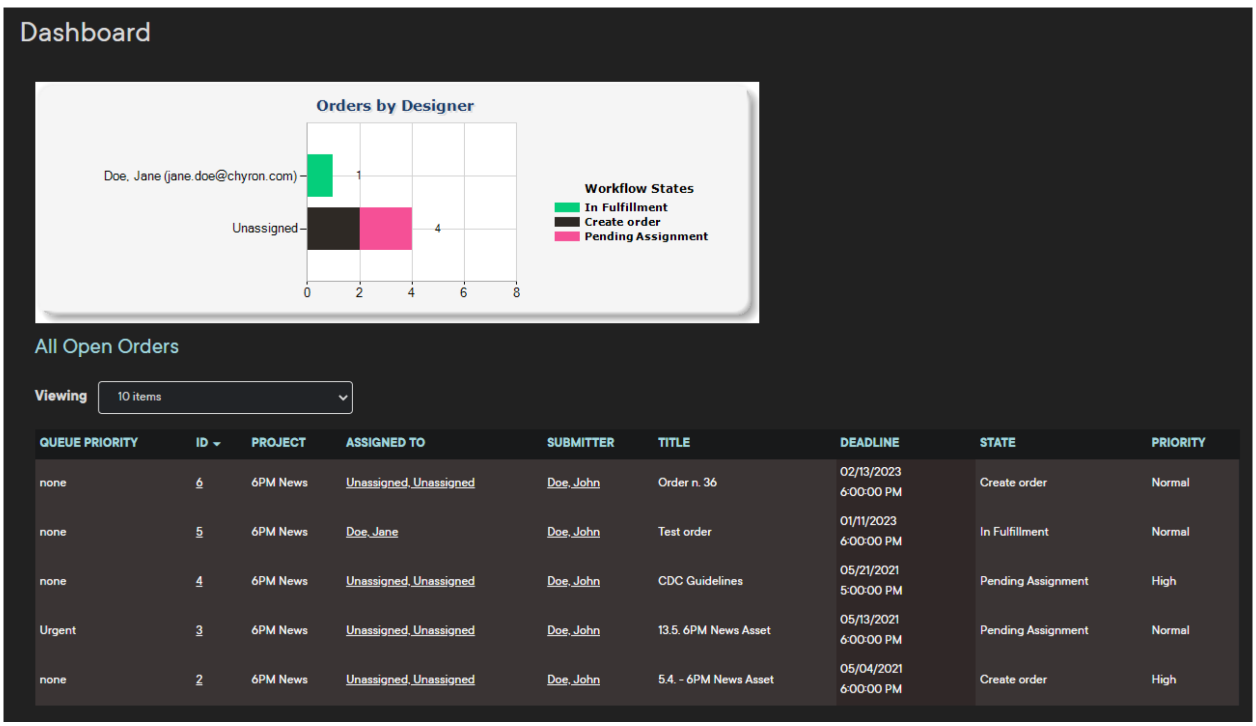
To access the dashboard:

1. Click on the Order menu.
2. Click **Dashboard**.
3. The chart and table display.
    - Chart: workflow status; click any status to view the details information in the graph.
    - All Open Orders: a table containing the queue of Priority, ID, Projects, Assignees, Submitter, and Title for each Order.
    - The upper portion of the Dashboard displays the Workflow status in a chart.
    - The lower portion is the queue of Priority, ID, Projects, Assignees, Submitter, and Title for each Order.
4. Click any status to view the details information in the graph.





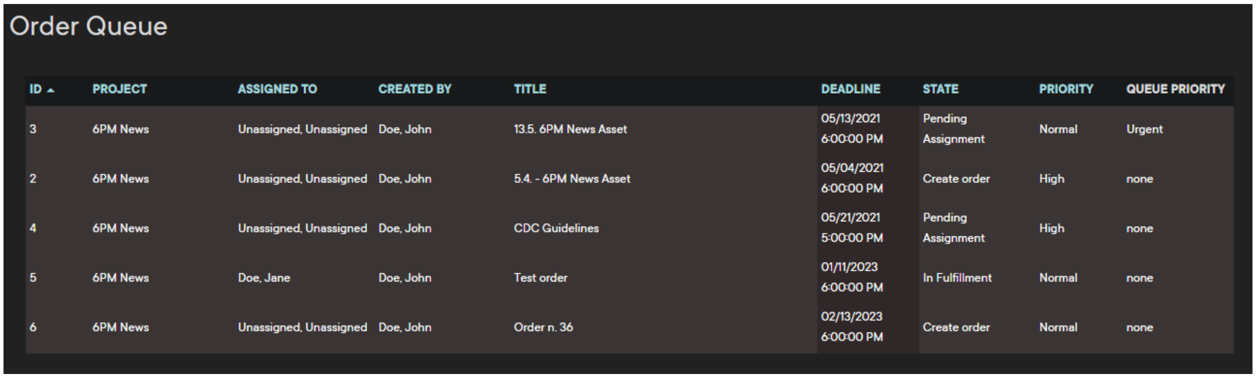
QUEUE PRIORITY	ID	PROJECT	ASSIGNED TO	SUBMITTER	TITLE	DEADLINE	STATE	PRIORITY
none	6	6PM News	Unassigned, Unassigned	Doe, John	Order n. 36	02/13/2023 6:00:00 PM	Create order	Normal
none	5	6PM News	Doe, Jane	Doe, John	Test order	01/11/2023 6:00:00 PM	In Fulfillment	Normal
none	4	6PM News	Unassigned, Unassigned	Doe, John	CDC Guidelines	05/21/2021 5:00:00 PM	Pending Assignment	High
Urgent	3	6PM News	Unassigned, Unassigned	Doe, John	13.5. 6PM News Asset	05/13/2021 6:00:00 PM	Pending Assignment	Normal
none	2	6PM News	Unassigned, Unassigned	Doe, John	5.4. - 6PM News Asset	05/04/2021 6:00:00 PM	Create order	High



QUEUE PRIORITY	ID	PROJECT	ASSIGNED TO	SUBMITTER	TITLE	DEADLINE	STATE	PRIORITY
none	6	6PM News	Unassigned, Unassigned	Doe, John	Order n. 36	02/13/2023 6:00:00 PM	Create order	Normal
none	5	6PM News	Doe, Jane	Doe, John	Test order	01/11/2023 6:00:00 PM	In Fulfillment	Normal
none	4	6PM News	Unassigned, Unassigned	Doe, John	CDC Guidelines	05/21/2021 5:00:00 PM	Pending Assignment	High
Urgent	3	6PM News	Unassigned, Unassigned	Doe, John	13.5. 6PM News Asset	05/13/2021 6:00:00 PM	Pending Assignment	Normal
none	2	6PM News	Unassigned, Unassigned	Doe, John	5.4. - 6PM News Asset	05/04/2021 6:00:00 PM	Create order	High

Order queue

The Order Queue page is designed to be used as a tally board displaying the order list in the simplest way possible. This display is not clickable and is meant to be displayed on a flat screen in the art department.


Order Queue

ID	PROJECT	ASSIGNED TO	CREATED BY	TITLE	DEADLINE	STATE	PRIORITY	QUEUE PRIORITY
3	6PM News	Unassigned, Unassigned	Doe, John	13.5. 6PM News Asset	05/13/2021 6:00:00 PM	Pending Assignment	Normal	Urgent
2	6PM News	Unassigned, Unassigned	Doe, John	5.4. - 6PM News Asset	05/04/2021 6:00:00 PM	Create order	High	none
4	6PM News	Unassigned, Unassigned	Doe, John	CDC Guidelines	05/21/2021 5:00:00 PM	Pending Assignment	High	none
5	6PM News	Doe, Jane	Doe, John	Test order	01/11/2023 6:00:00 PM	In Fulfillment	Normal	none
6	6PM News	Unassigned, Unassigned	Doe, John	Order n. 36	02/13/2023 6:00:00 PM	Create order	Normal	none

Order projects

Order projects are a special case of Projects used throughout Axis. Review the standard project properties which apply to all Axis projects and the special project properties that apply only to Order projects.

Standard Properties of Order Projects:

All Order Projects must be Private Projects therefore they must be specifically assigned to users. They require read and write permission. Permissions can be set up to segregate users from each other. For instance, projects can be set up so that users at the art department hub can see all orders throughout the station group, but users at a station level can only see orders at their station level.

Edit Order projects

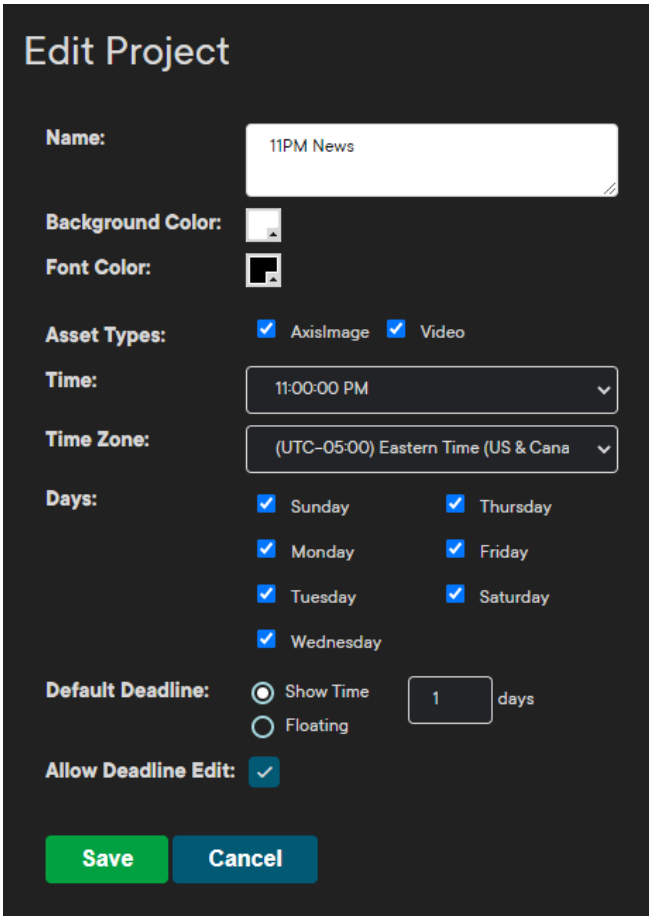
Project management is done by the administrator user. The order projects will be managed by the top-level organization's administrator. Projects are assigned to users or groups of users.

1. Click Order dropdown menu.
2. Click Projects under Administration to open the Manage Project screen.
3. Click on the project name to open the Edit Project screen.

Special Properties of Order Projects

Order Projects have special properties shown in the following screen grab. In many cases the projects are news programs (shows) that air at a certain date and time. Configuring this information helps create the deadlines for the orders. If the order is not for a show, the date and time may not be important and the deadline will be manually entered into the order instead.

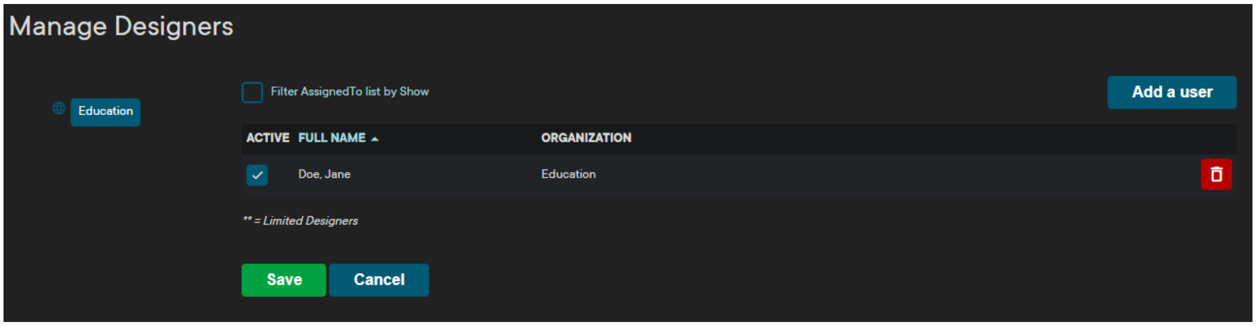
- Name: The name of the project or show.
- Time: If the project is a news program, this is the time that the show airs.
- Time Zone: Time zone that the show is broadcast in. For instance, a station group's art department may be on the east coast while the show airs on the west coast. This corrects the deadline times.
- Days: Which days of the week that the show airs. Order for a show will automatically create a deadline for the next time the show airs.
- Default Deadline: Deadlines can default to the next time the show airs or a certain number of days.
- Allow Deadline Edit: Checking this box allows users to change the auto generated deadline for an order.
- Project Colors: Changes the background and font colors used to display orders on the order list.
- Asset Types: Selects which Asset Types can be used in this project. Asset Types are usually either still or clip and may be configured for delivery to CAMIO

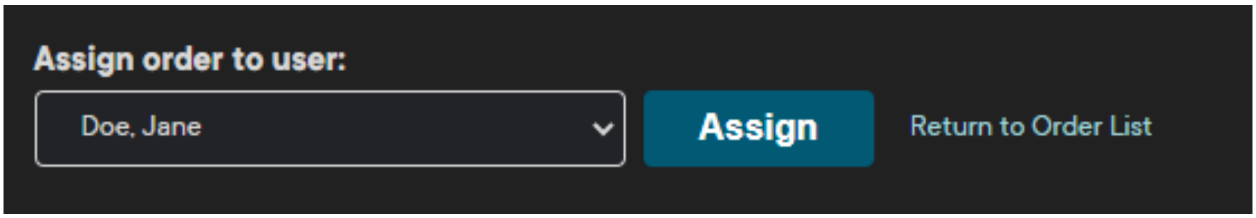


Manage designers

This page assigns users as Designers. Designers is the list of users which appear on the Assign To drop down menu in the order page.

Note: Only designers can be assigned to fulfill orders. Designers must also be assigned to the Designer role so that they can process an order that is ‘in fulfillment’ stage.





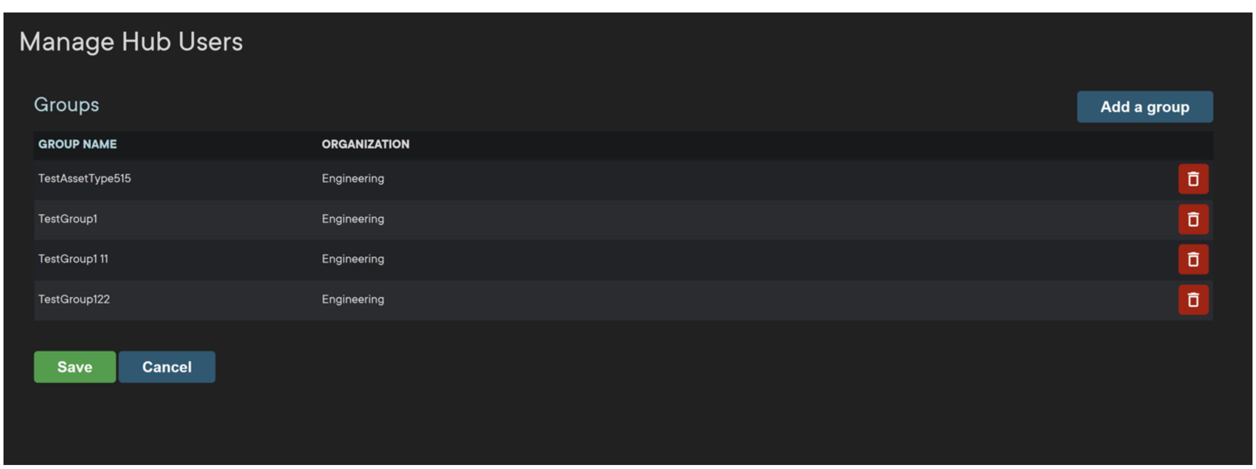
Manage limited users

There is a special user type in Order called ‘Limited user’. This is typically used for contract workers as opposed to full time employees. When a Limited user looks at the Order List, they will only see orders which are already assigned to them.

Manage hub users

Hub Users is a special group in Order that has access to the Hub Use Only tab in the Order Form. Hub Users are first placed in a User Group and the Group is added to the Hub Users list. Users cannot be individually added to the Hub Users list.

Hub Use Only activity and notes are not documented in the History tab.

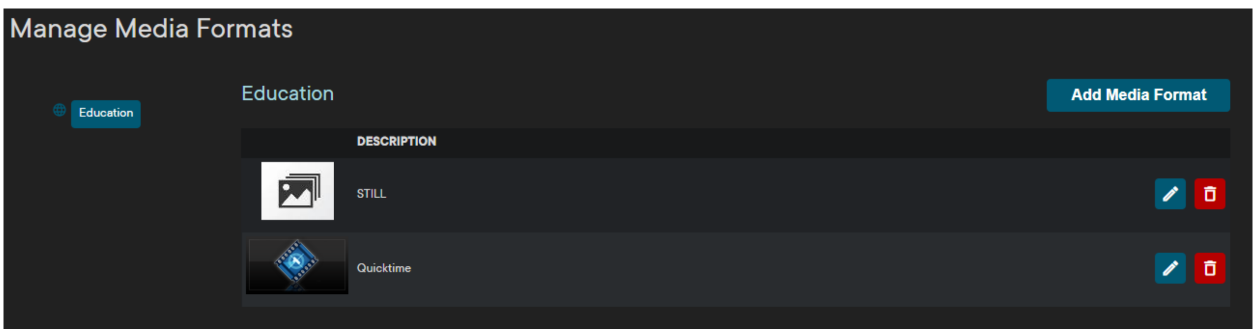


Mange asset types

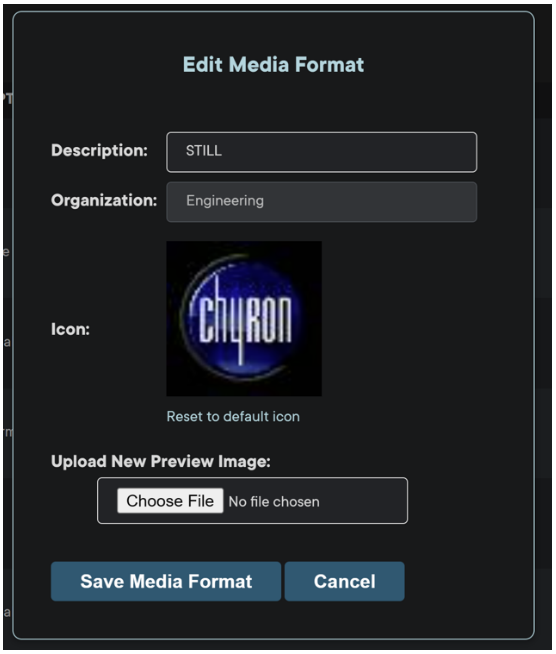
Asset Types and Media Formats are used together to define the graphics which are being ordered. Asset Types is the more important heading in that they define the filename that will be used and the delivery location.

Manage media formats

Media Formats are subclassifications of Asset Types which are arbitrary and up to the organization to define. For instance, an Asset Type of LUCI Still can have Media Formats such as ‘16:9’ or ‘PNG’ or ‘Head Shot’ as desired.



When creating a new Media Format, upload a thumbnail image to represent that format.



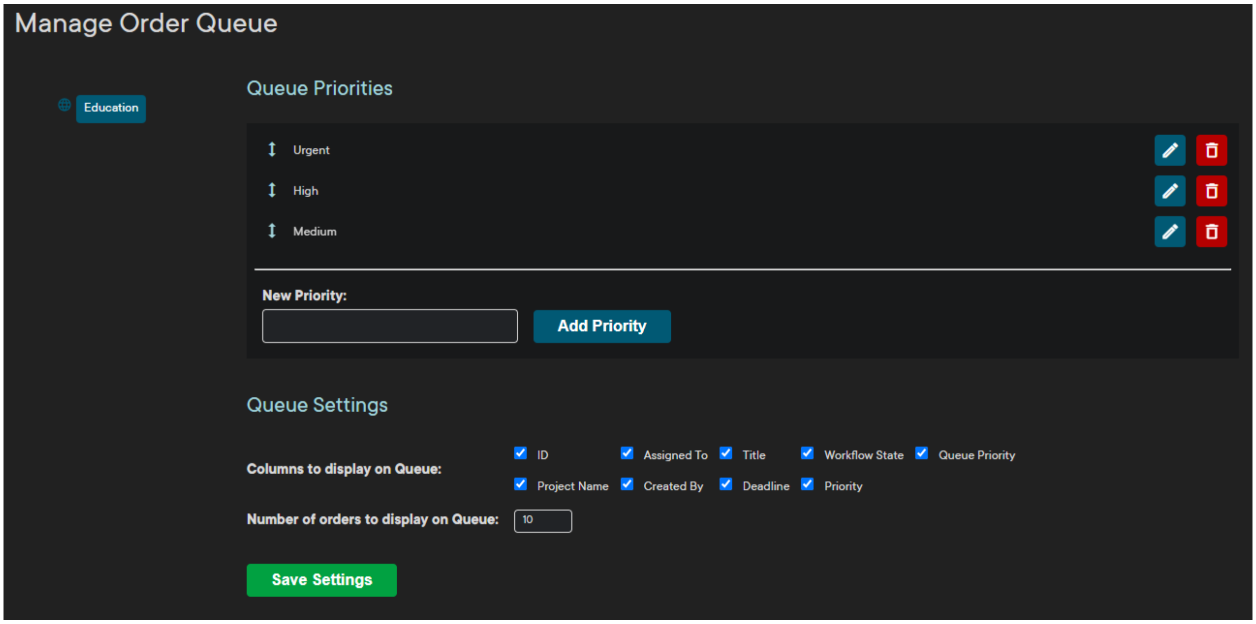
Configure deadline color settings

This page configures the colors displayed on the order list and order queue for orders which are approaching or past their deadlines. There are three categories; Getting Close, Almost and Passed. The time limits in hours for Getting Close and Almost are also selected here.

Manage the order queue

This page configures the Order Queue display.

It defines the Priority names, the order of those priorities, which columns will be displayed in the order queue, and it defines how many orders will be displayed per page on the Order Queue.



Configure workflows

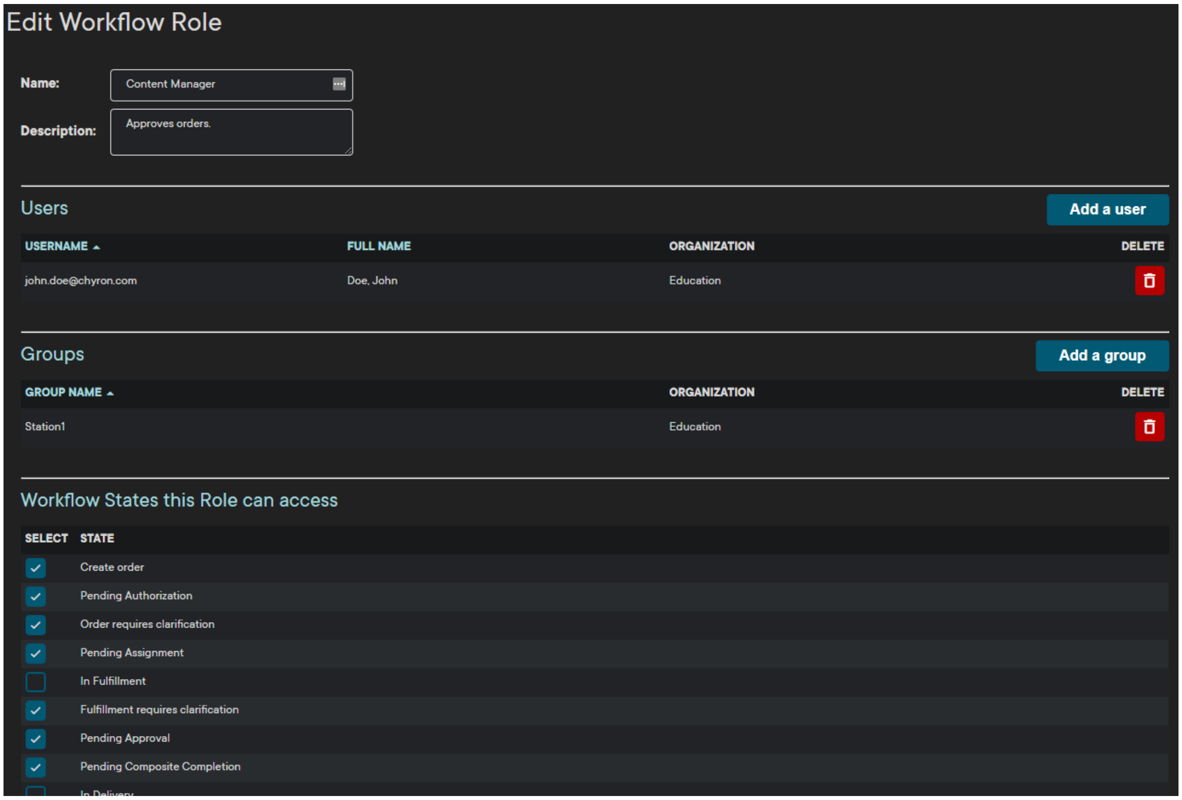
Workflows are the heart of the Order system. Each top-level organization (e.g. station group) has its own Media Workflow and can only have a single workflow across the entire organization.

1. Click on the workflow name to open the Edit Workflow page.
2. Workflows are six states. Each bubble in the flowchart represents a workflow state.
    - An order is submitted by a producer.
    - Assigned to a Designer by the art director.
    - Fulfilled by the Designer with possible questions for the submitter.
    - Finally reviewed and approved by art director or submitter.
3. Edit Workflow: The Workflow is composed of two main components: Roles and States.
    - Roles: Users are assigned to Roles. Roles define what permissions a user has at each State in the workflow. For instance, a Designer may or may not have permission to create an Order but definitely needs permission to work on an Order when it is In the Fulfillment state.
    - States: There is a predefined list of Workflow states that can be used to create the desired workflow. It is not possible to create a new workflow state but the states can be added and dropped and interconnected in many ways.

Edit a workflow role

There is a basic list of role names that can be used, and each organization can define their own role names as required.

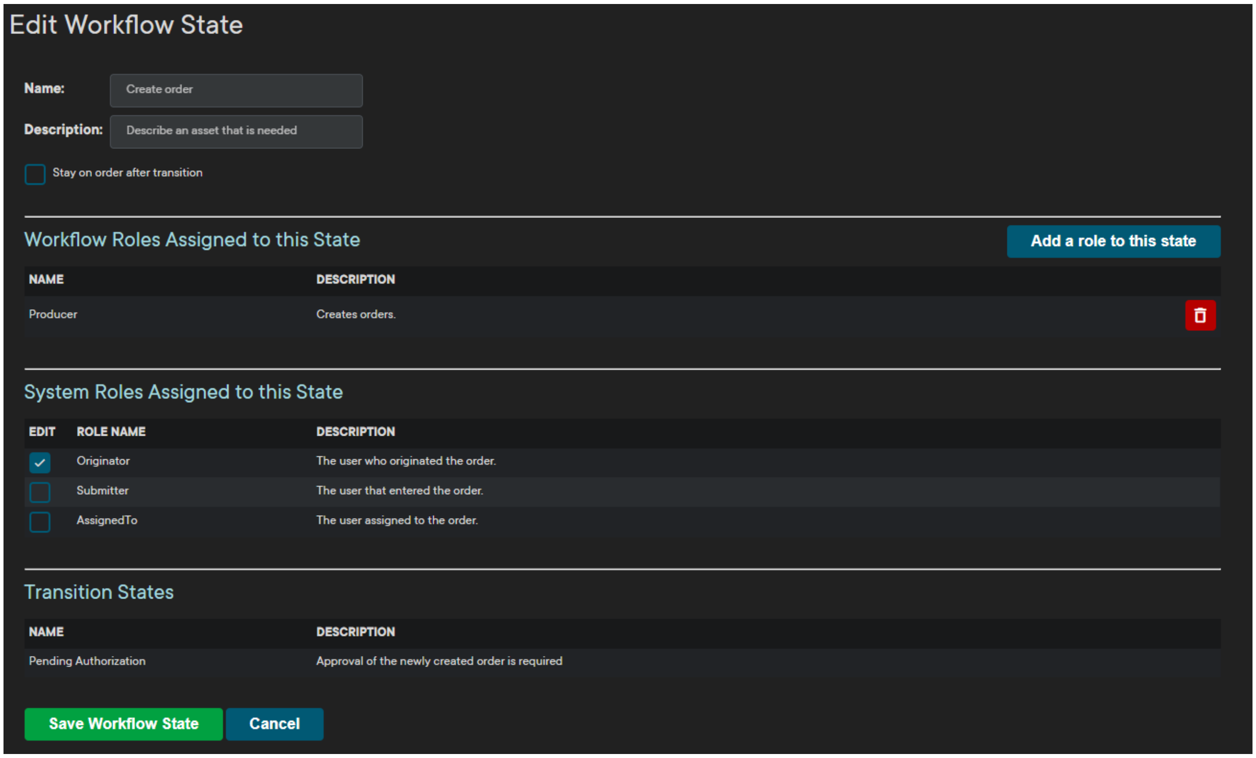
1. Click on the Role name to open the Edit Workflow Role page. From this page Users and User Groups can be assigned to this role.
2. Click on the appropriate boxes in "Workflow States this Role can Access" to assign the role to a state.



Edit workflow states

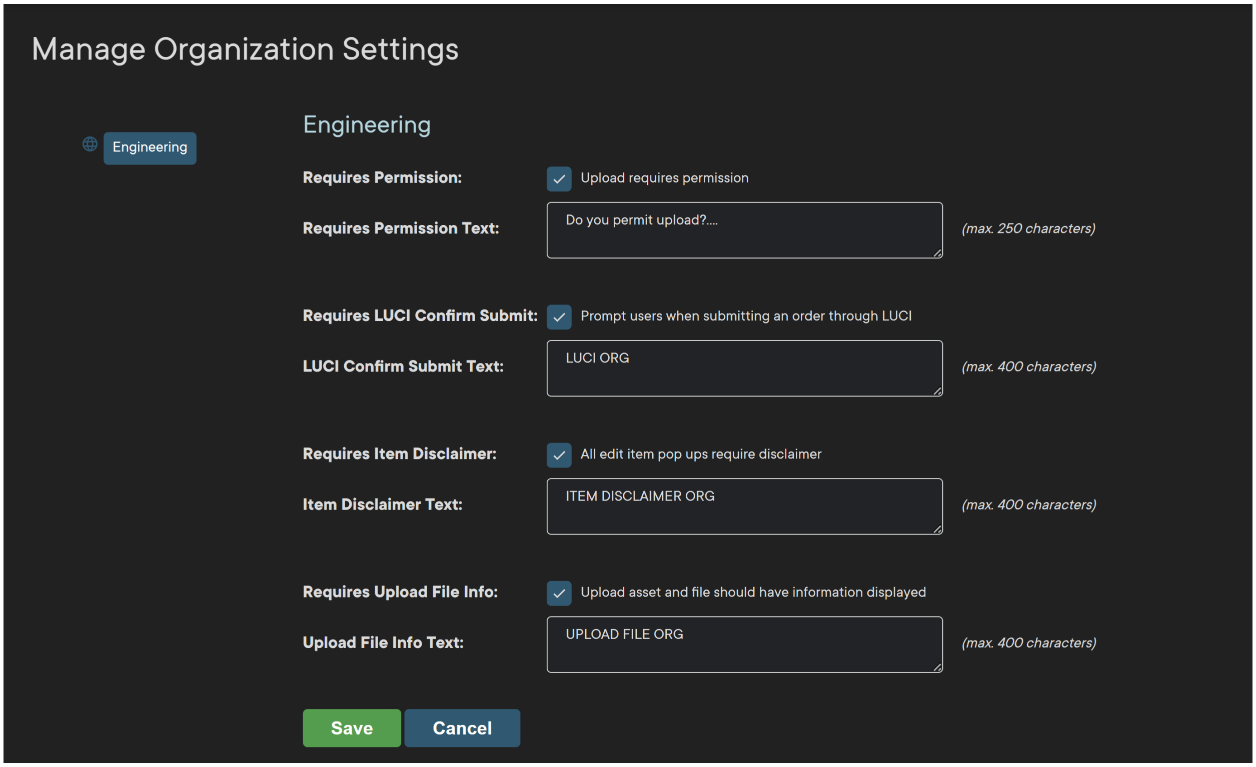
This form will edit the properties of a workflow state. Different workflow states may have different properties. In this example, the properties are:

- Stay on Order after Transition Checkbox – option to remain on the order after transition or to return to the Order List page.
- Workflow Roles Assigned to this State – self-explanatory.
- System Roles Assigned to the State – System Roles are specific users which have a special relationship with an order.
- Originator – the user that needed the order product but had someone else submit the order for them. This is not used often.
- Submitter – the user that created the order.
- AssignedTo – the user that is assigned as the Designer on the order.
- Transition States – one or more states to which the workflow will transition to on completion of this state. In this particular state there are two transitions depending on whether the order is approved or not.



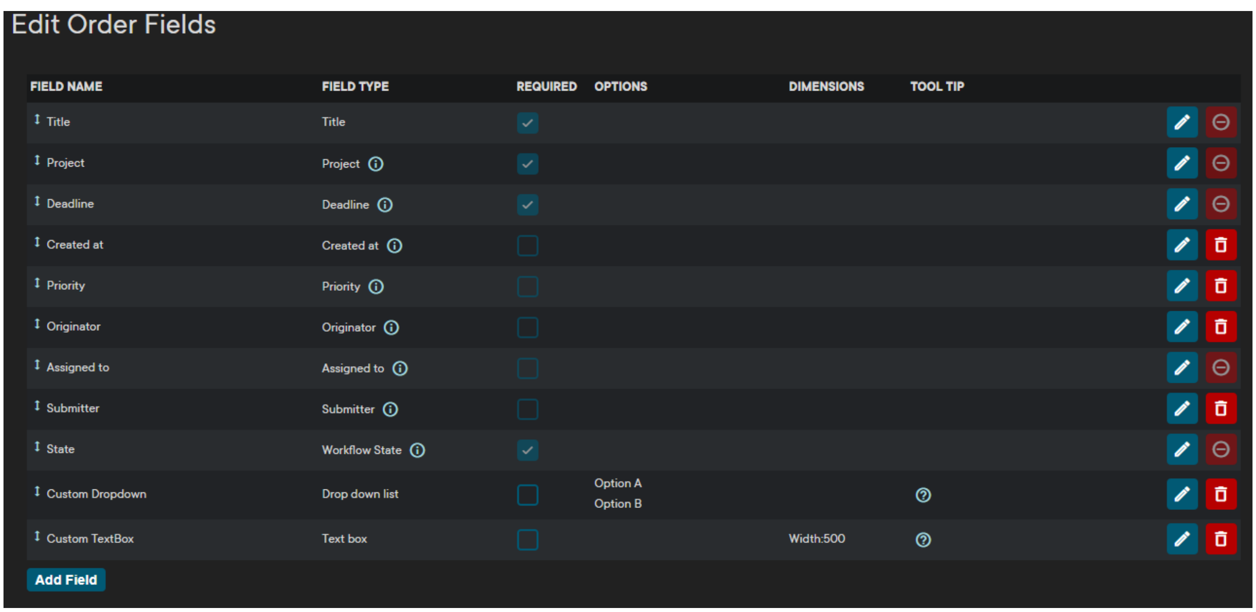
Organization settings

Organizations may require users to check a box to acknowledge they have permission to upload an asset or otherwise are authorized to perform a step in the workflow.



Edit order fields

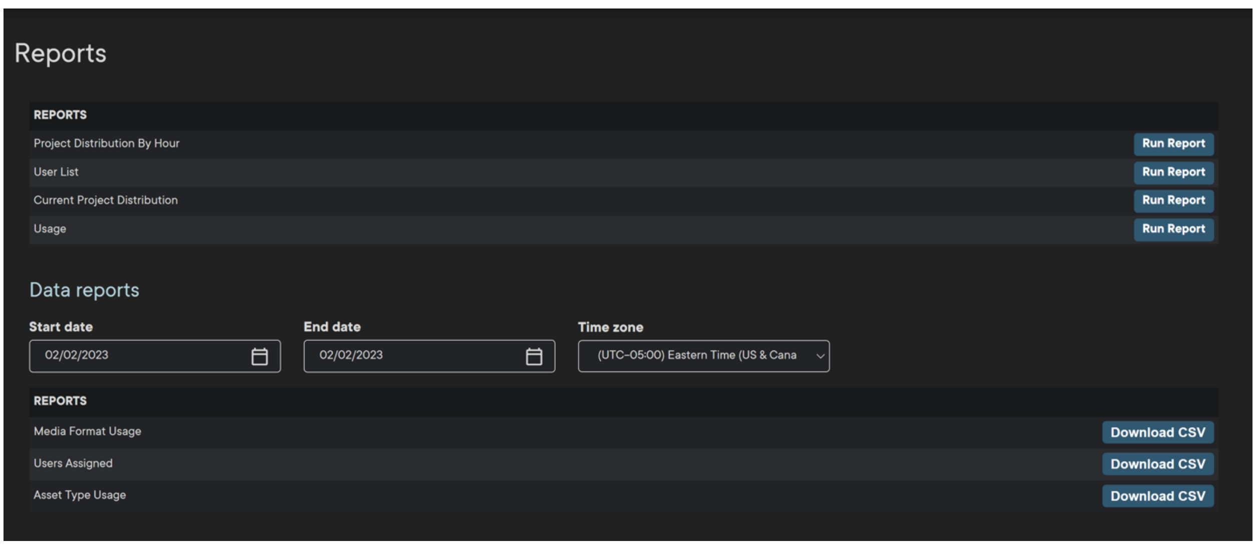
The Group or Station level superuser can select which fields are displayed in the Order UI and in which order.



Reports

Usage Reports are available to Order Superusers.

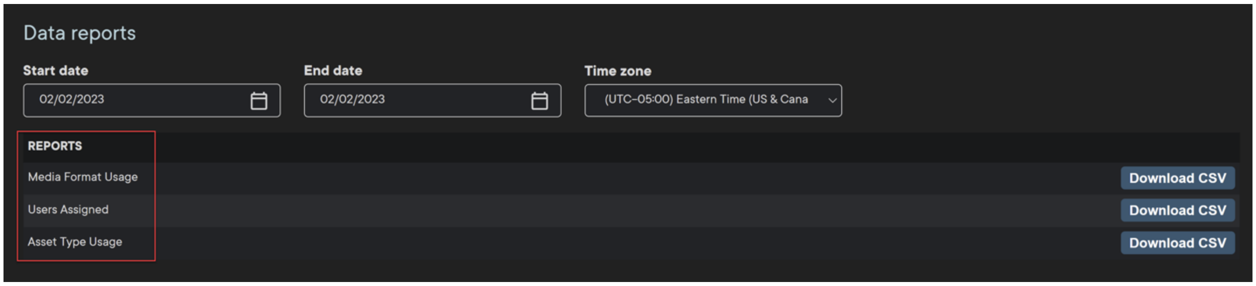
1. Click on the Order dropdown button.
2. Click Reports on the bottom of the dropdown menu.
3. Home to open the Reports Page. The reports fall into two categories. The first is Reports and is visible to Group Level and Station Level Order Superusers. The second is Data Reports which is visible only to Group Level Superusers.
    - Project Distribution By Hour - This report shows the distribution of Order placed by time of day for a specified time period. This is a convenient way to visualize the workload on the art department during the day.
    - User List - List of User's within your organization, including their contact information. This list includes users who may not be enabled to use Order.
    - Current Project Distribution - Show the current status of all open orders in your organization. Show which designer the order is assigned to and which state the order is currently in. This report helps balance the workload in the art department.
    - Usage - This report is run over a selected time period and tracks the number of Orders placed by Group/Station/Department, and the number of hours spent on these orders if it is entered in the Order sheet by the designer in the Hub Use Only tab.



Data reports

This section is only visible to a Group Level Order Superuser. These reports are downloaded as CSV files instead of displaying in the webpage. The reports are generated over a time period defined in this form at the top of the list.

- Media Format Usage - This report will list the number or Orders generated per Media Format during the selected time period. Media Formats and Asset Type describe what kind of Asset was ordered.
- User Assigned - This report shows the number of Orders assigned to specific designers during the select time period.
- Asset Type Usage - This report will list the number or Orders generated per Asset Type during the selected time period. Media Formats and Asset Type describe what kind of Asset was ordered.



07: News Administration

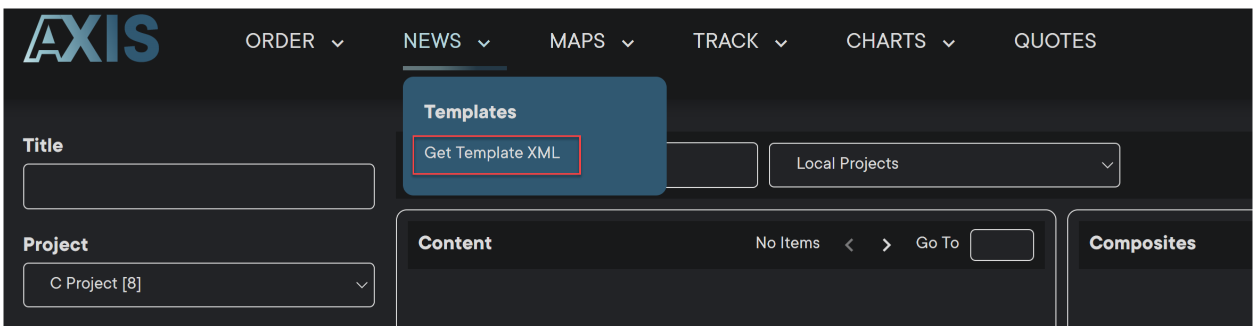
Link Lyric image fields to Axis templates

1. Navigate to the News screen.
2. Select the News dropdown menu
3. Superusers can select **Get Template XML**. This links Lyric image fields to Axis templates. (Note: This is a rarely used legacy feature.)

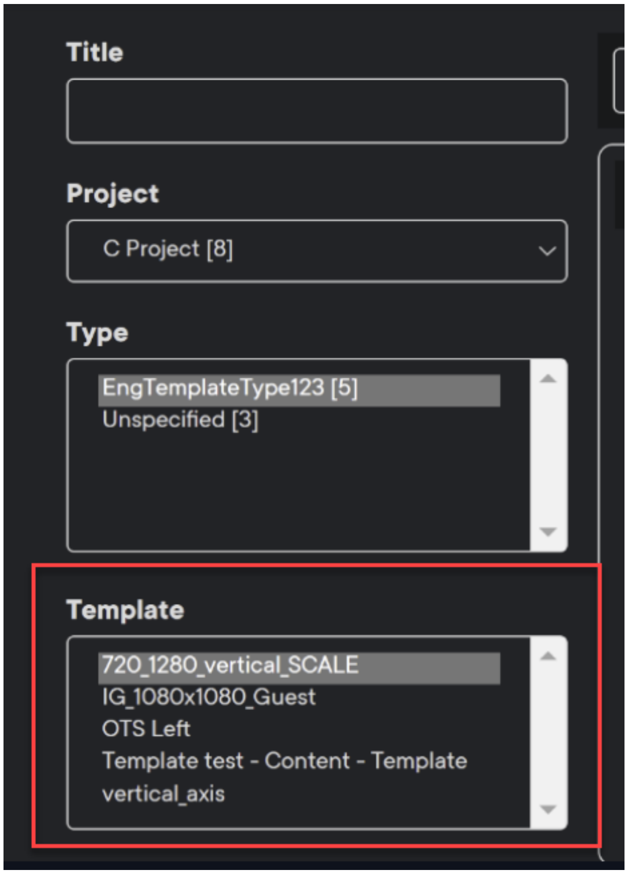
Upload a news template

Note: Uploading does not require superuser or admin privileges, but a user must have written access to the Project being uploaded to.

1. Click News dropdown button.
2. Select Get Template XML button.
3. Upload a properly designed Lyric template to Track



Once uploaded, the Template will populate in the Template section.


Title
Project
C Project [8]
Type
EngTemplateType123 [5]
Unspecified [3]
Template
720_1280_vertical_SCALE
IG_1080x1080_Guest
OTS Left
Template test - Content - Template
vertical_axis

08: Maps Administration

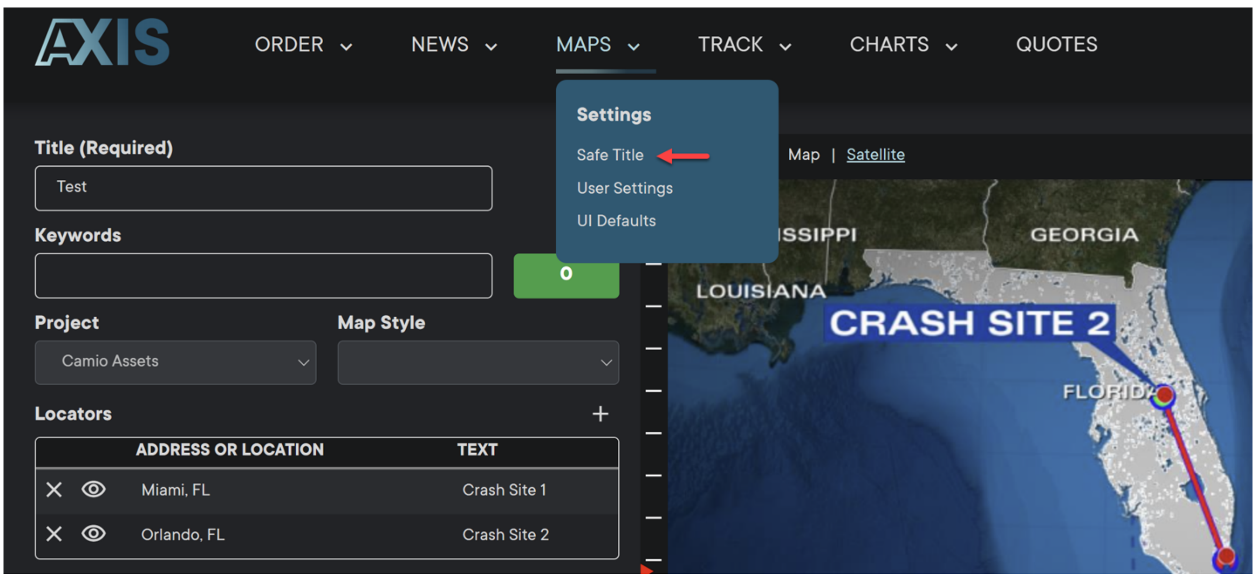
User settings

Maps superusers can enable Maps Animations permission for users in their organization and below.

Note: This depends on the Group having Maps animations and Auto Delivery enabled at the Chyron Admin level.

Create a new safe title template

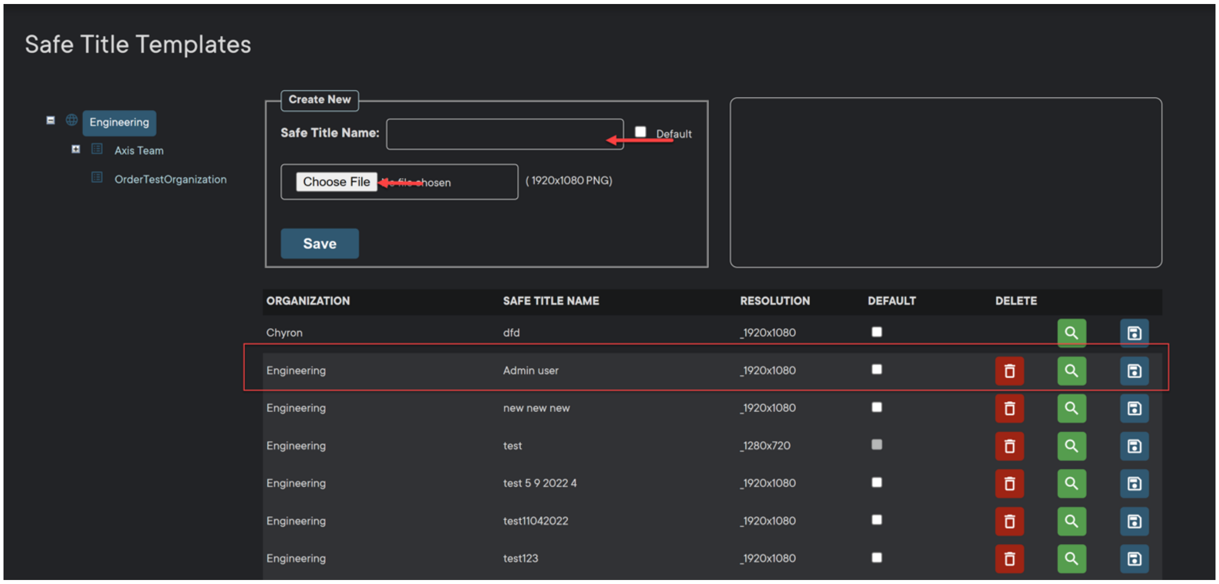
Safe titles are graphics are lower thirds that provide addition information for the Map.



To create a new Safe Title, which you can later select from the Safe Title in the Maps module.

1. Click Maps dropdown.
2. Click Safe Title button.
3. The Safe Title Template screen will open.
4. Enter a Safe Title Name.
5. Click **Choose File** and upload the graphic.
6. Click **Save**.

Once saved, you can select the safe title graphic from the Maps module dropdown menu.



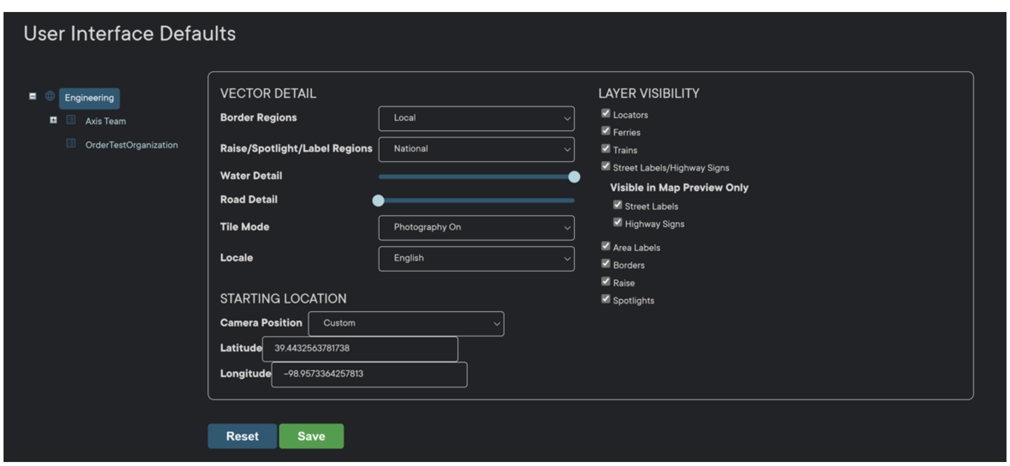
Grant user access to create map animations

1. Click Maps dropdown button.
2. Click User Settings button. This will pre-set the corresponding options in the Maps UI when the user first logs in.
3. Check the Map Animations box to enable a user to create Map Animations.

UI defaults

Only Maps Superusers at the Group and Station level can define the UI defaults for users in their organization and below.

Note: A detailed configuration of the Map is completed by a Chyron System Admin.



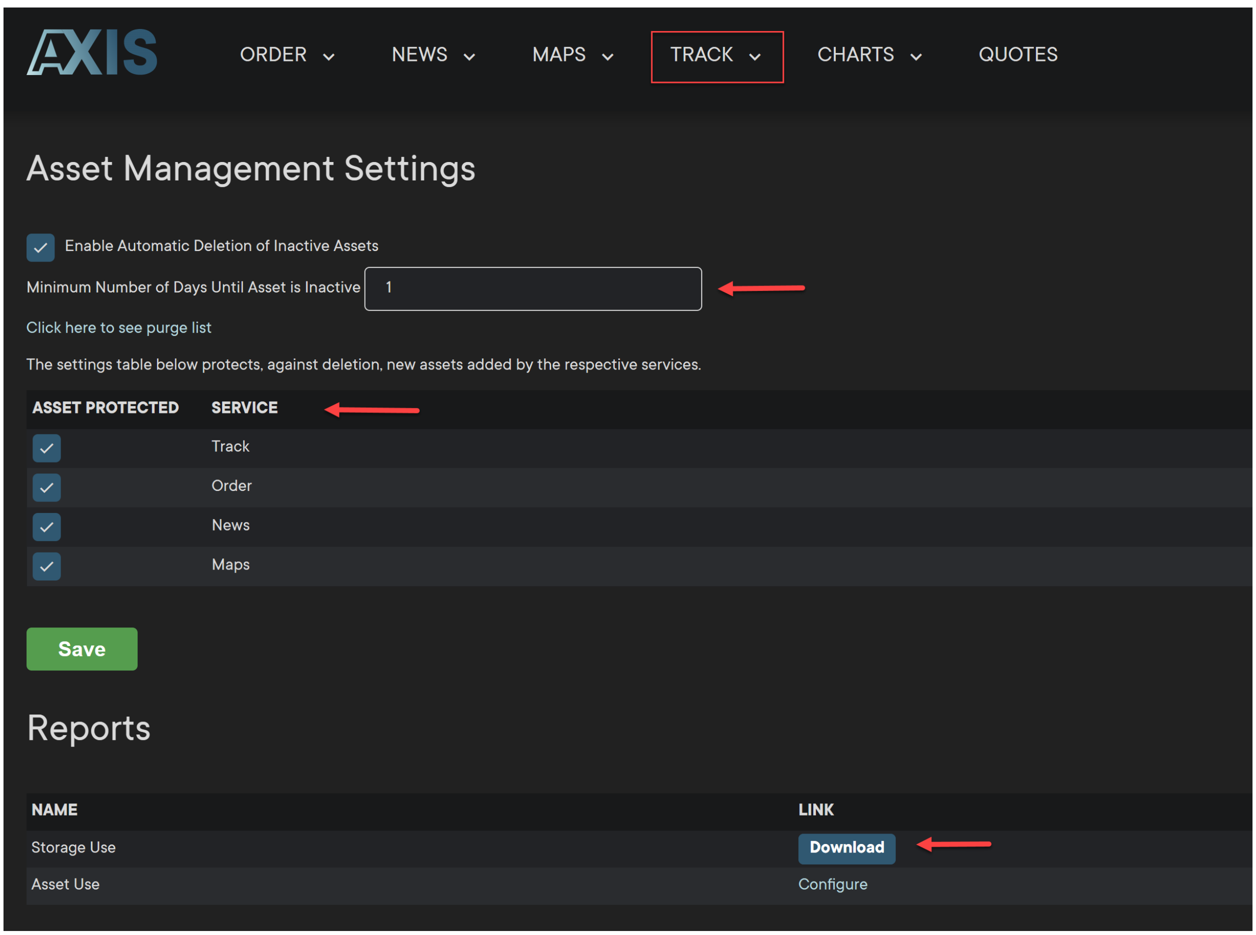
09: Track Administration

Asset management settings

Asset management settings allows user to enable Automatic Deletion of Inactive Assets, Asset Protected, and Reports.

Automatic deletion:

1. Type the number of the days until the asset gets deleted for inactivity.
2. Select which services to apply the automatic deletion by removing checkmark.
3. Click Save.
4. Click **Download** to download reports for storage and asset use.



Appendix

OUR SERVICES

Chyron is known for its end-to-end customer service. We partner with our customers from the initial project design, to project management, training, on-air launch support and post launch follow-up.

PROJECT MANAGING AND COMMISSIONING

Project Management and Commissioning are part of the turn-key services that we offer. This ensures your investment is properly installed from Day One
by a certified Chyron representative.

EXTENDED WARRANTIES

Finally, all Chyron products come with a One (1) year factory-backed warranty (parts, labor & software upgrades). Extended Warranties on all your purchases can be added at any time for an annual fee. Please contact our sales professionals.

DESIGN AND OPERATION TRAINING

We offer Design and Operation training, either in your facility or via our on-line web portal. Our expert trainers can teach your staff the most efficient way to create and deliver stunning content for your productions.

ABOUT US

Chyron is ushering in the next generation of storytelling in the digital age. Founded in 1966, the company pioneered broadcast titling and graphics systems. With a strong foundation built on over 50 years of innovation and efficiency, the name Chyron is synonymous with broadcast graphics. Chyron continues that legacy as a global leader focused on customer-centric broadcast solutions. Today, the company offers production professionals the industry's most comprehensive software portfolio for designing, sharing, and playing live graphics to air with ease. Chyron products are increasingly deployed to empower OTA & OTT workflows and deliver richer, more immersive experiences for audiences and sports fans in the arena, at home, or on the go.

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