AXIS User Guide

Version 3.2.1

2025

SINCE DAY ONE.

Table of Contents

01: Levels, Users, and Roles

User types

Contact your administrator to be granted access to Axis.

- **System Administrator**
  - A Chyron employee
  - Sets up customer organizations
- **Administrator**
  - A Chyron customer
  - Configures settings, manages users, and manages user permissions for their organization
- **Super-user**
  - A user with admin-level permissions for specific modules and normal user permissions on other modules
- **User**
  - A user with access to various levels within their organization and various features depending on their permissions

Note: Some Axis features mentioned in this guide are only accessible to an administrator.

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.

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.

User Roles

Axis provides the ability to create users and assign access and permissions to various features.

- **Administrator**: At the group and station level can manage users, projects and sub-organizations within their organization.
- **Super User**: A user can be assigned as a Super User for a specific service and have special privileges such as creating templates or configuring workflow rules. These privileges vary by service. A user may be a super user for one Axis service, but only a user for another Axis service.
- **User**: The level of access provided to the standard users, typically reporters and producers.
- **Limited User** (Order module only): A user with a limited set of user privileges.
- **None**: A user can be assigned no access to a specific Axis service.

Note: Axis hierarchy generally flows from the top down, however specific users may be granted permissions above their hierarchy level.

Example: User at a station may have access to a project at the organization (group) level.

Administrators can create user Groups to make it easier to assign multiple users to specific projects or tasks.

02: Home

Overview

After login, the homepage displays, providing access to each module.

Modules

Axis modules contain features that can be configured to serve the needs of the organization.

Modules:

- **Order**: Request orders of custom (bespoke) graphics from the art department.
- **News**: Create news graphics.
- **Maps**: Create maps.
- **Track**: Manage assets and access third-party external image libraries.
  - Note: Access to third-party libraries requires subscriptions to external providers (AP Graphics Bank, Getty Editorial Images, etc.).
- **Charts**: Create charts.
- **Quotes**: Create financial quote graphics.

03: Order

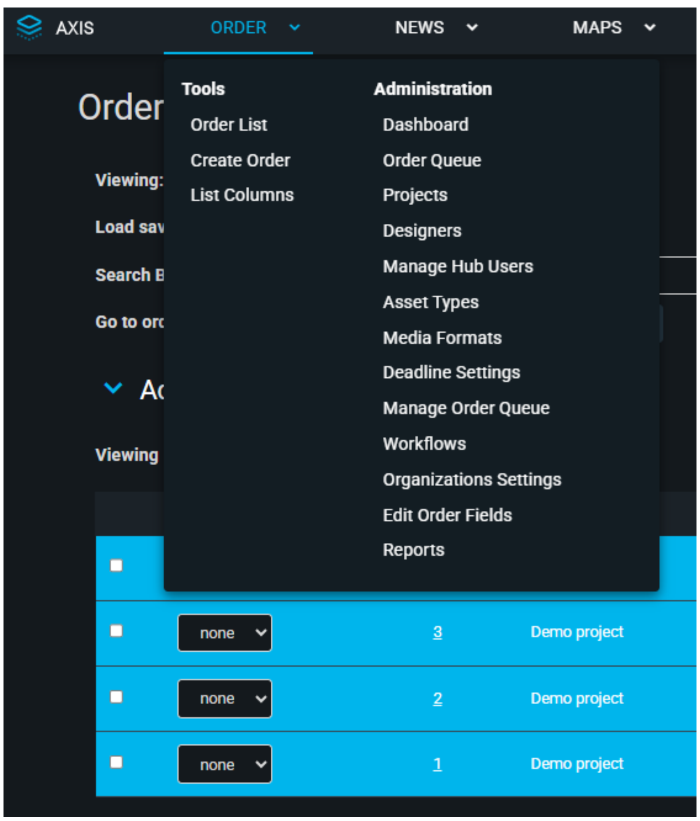
Overview

The Order module is an order management system that allows users to request an asset from another team member within the organization. Custom orders can be quickly created and submitted for assets to be worked on an uploaded into Axis.

Note: Once a request is submitted, an approval process is initiated and the request can be assigned to an individual to create the asset, such as a graphic or an animation.

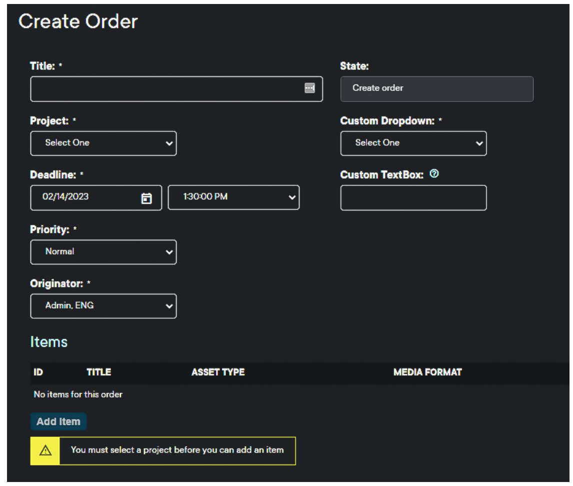
The Order module has three sections:

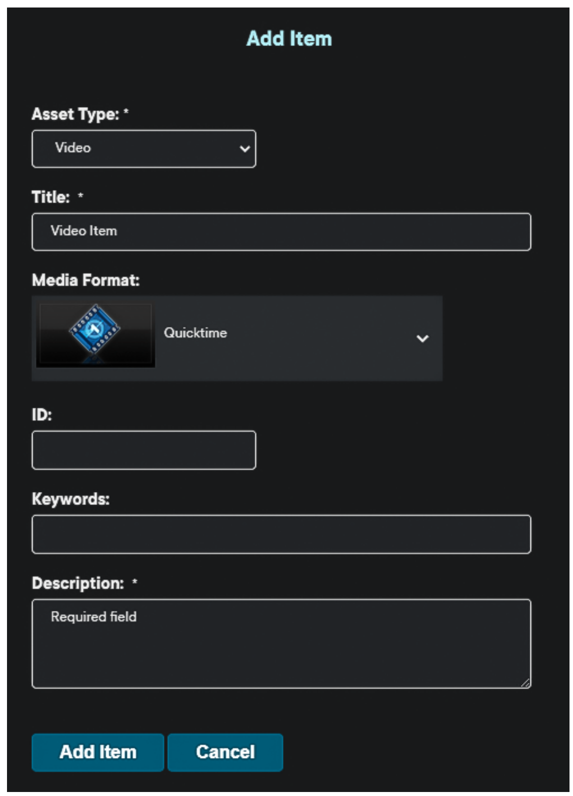
- Order List
- Create Order
- List Columns



Create an order

1. Click **Order** to open the menu.
2. Click **Create Order**.
3. Type a unique name in the Title field.
4. Select yourself as Originator.
5. Select a deadline for the order, if needed.
6. Select a Priority Level.
7. Select a Project to assign.
8. Click **Add Item**.
    - Select the Asset Type.
    - Type a Title for the item.
    - Select a Media Format.
    - Type a description of the asset , including details and requirements, which will be visible to the assignee.
9. Click **Add Item**.
10. Click **Save** and **Submit**.





After the order has been created, it can be assigned to someone from the Order List screen.

Assign an order to someone

1. Go to the Order List.
2. Find the order that needs assigned.
    1. To find an order, use sorting and filtering.

3. Click the **Unassigned** link in the Assigned To column.
4. Select the person/designer that will work on delivering the asset for this order.
5. Click **Save**.

After the order is assigned to a person, they can see the request in Axis, including the description and the attachments.

Find and monitor orders

The Order List displays all of the current orders for projects you have access to. The list can be searched by applying filters and sorting.

Customize columns shown in the list of orders

1. Go to Settings to customize which columns to display
2. To select which columns should appear on your Order List, drag column options from Hidden columns to Visible columns.
   a. Note: Sort options are the same as column options.
3. Click **Save**.

Sort the list of orders

Columns display based on the visible columns selected in the Order List setting, Click a column header to change the sort order between ascending and descending.

Column options:

- Assigned to – the person who receives the order request to fulfill it
- Created at – the date and time the order was created
- Custom dropdown – descriptive info about the order
- Custom textbox – descriptive text about the order
- Deadline – the due date assigned to the order by the submitter
- ID – a numeric tracking number for the order
- Originator – the person who the order is intended for (might be different from the submitter)
- Points used – the amount deducted from the balance for the order
- Priority – the urgency assigned to the order by the submitter
- Priority (Queue) – the sequential order that the order list should display
- Project – the name of the corresponding project
- State – the current status of the request
- Submitter – the person who created the order
- Title – the descriptive name of the order

Filter the list of orders

The list of orders displayed can be narrowed by using filters.

Filter options:

- Search by – select the date type for the subsequent date range
- Date range – select a time frame of orders to display
- Go to order – select a specific order to display
- Advanced filter – apply additional sorting and filtering operations

04: News

Overview

The News module is used to create images for news broadcasts. The module is integrated with CAMIO. The module allows you to upload existing templates into the News screen. As well as selecting which image to apply to the set template. Once the image is selected, user can add text and layers before assembling the image into a composition.

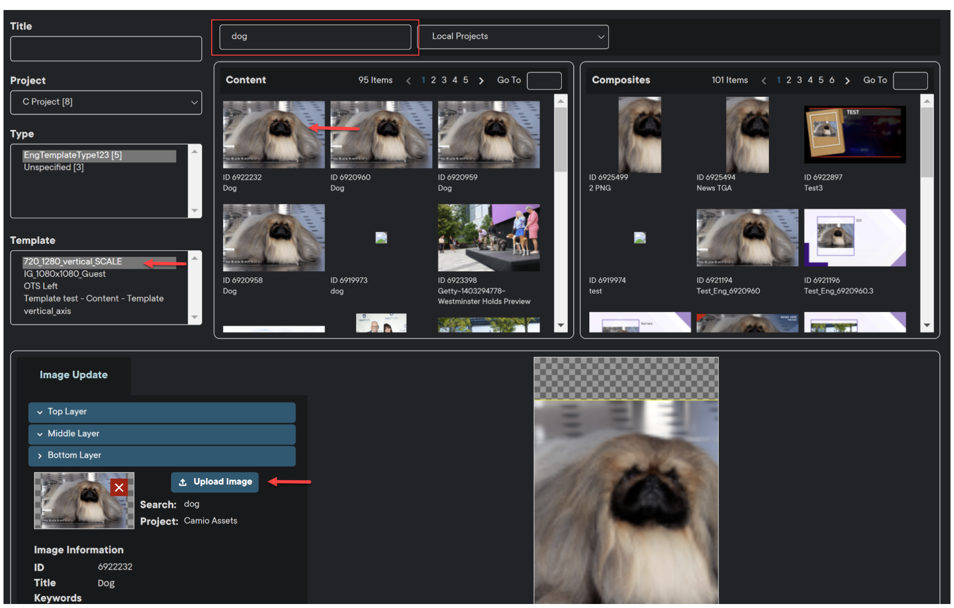
- Uploading Image and Text to create composite.

Note: These fields require either administrator privileges or write access privileges on the News Project folders.

Upload an image

To upload and image to a template:

1. Click on desired template.
2. Enter desired image in the search field or upload image.
3. Select the image update layer to place the image either on the lower, middle, or upper portion of the composite.
4. Click **Assemble**.



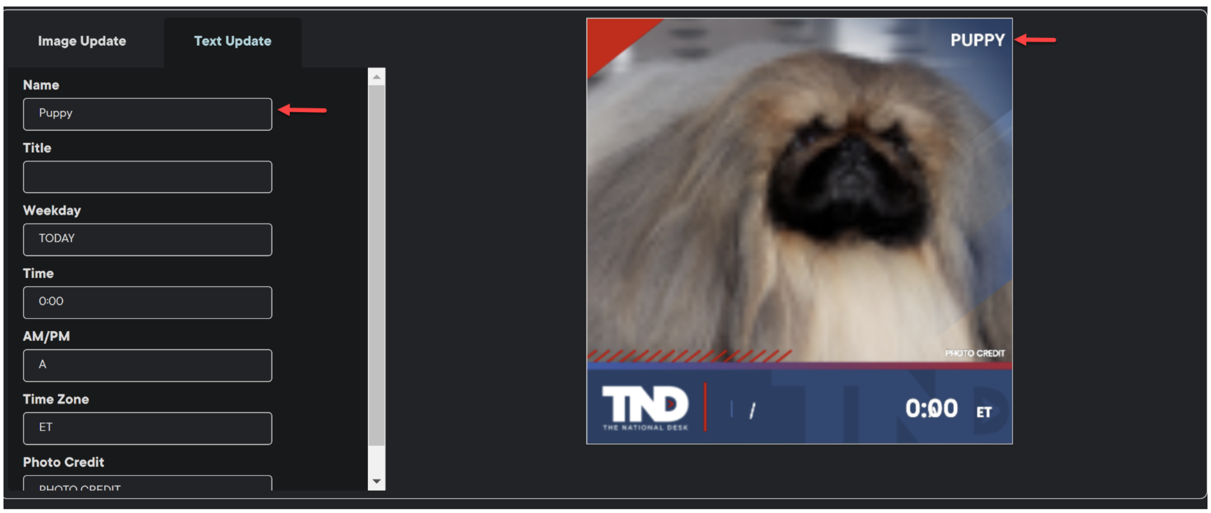
Note: Templates vary in design and functionality. Some templates contain multiple images or multiple text fields.

Add text to an image

To embed text into an image:

1. Click on **Text Update**.
2. Type or paste text into one or more fields (Title, Weekday, Time, AM/PM, Time Zone, and Photo Credit).
3. Click **Assemble**.
4. A composite is created and added to the Composite screen in upper right corner.
5. Right-click on the composite image to edit.

Afterward, the asset can be accessed from the Track module.



05: Maps

Overview

Use the Maps module to create graphics for maps and animations. You can filter or narrow down the target area and access the saved assets from the Track module at any time.

Create a map graphic or animation

To create a new map graphic, or animation, and save it to Track repository:

1. Navigate to the **Maps** module.
2. Enter a **Title** in the Title field.
3. Select a Project form the Project dropdown menu.
4. Select **Map Style** form dropdown menu.
5. Click the Locator **+** button to a location. User can add multiple map locators
   a. Enter name in the Locator Text field.
   b. Enter **Address** where the locator will be pinned.
   c. Select **Locator Style** (Primary Blue is default)
   d. Click **OK**.
   e. Similar Address/Location list may populate with suggested options.
   f. Select the desired option to add New Locator to the Map
6. The locator graphic will populate on the Map with the entered text.
   a. Click on the **Route** button to add a path from **Site 1** to **Site 2.**
   b. Click and drag the **locators** to fit the screen and leave enough room for the Safe Title to be added once the map is complete.
   c. You can add up to three locators on one map.

Maps options

The select button allows user to select a specific area on the map and control the level of detail.

Options include:

- Visibility
- Border
- Raise/Spotlight/Label
- Map Zoom
- Water Detail
- Road Detail

The more options are enabled, the more details appear on the map.

06: Track

Overview

The Track module is a repository to store assets for use in Maps, News, and/or Charts. In the Track module, you can access assets, make edits, email assets, delete assets, and more. You can also set automatic removal of assets after a set time of inactivity.

Find an asset

From the Projects menu:

1. Select Local Projects.
2. From the Local Projects menu, select a project.
3. Enter a keyword to search an asset OR enter an asterisk * in the Title Name field to pull all assets.
    a. Note: Click the **i** icon to open the full list of functions.
4. Click the search button.
5. Results display within tabs (Axis, Getty Stills, Getty Videos, etc.).
6. Click on any asset to preview. Additional options include:
    a. Save
    b. Download
    c. Email
    d. Delete

Upload a file

To upload an asset from another source, navigate to the Track module.

1. Click the upload button.
2. In the Upload window:
    1. Select a project.
    2. Select an asset type.
    3. Enter a Title Name.
    4. Optional fields include:
        - Subject
        - Keywords
        - Description
    5. Click **Browse** to select and upload an image to Axis.
    6. Click **Submit** to save the asset to Track repository.

07: Charts

Overview

The Charts module is used to create news graphics animations that move across a map or zoom in to a specific area.

Grant chart permissions to users

Superusers at the Group and Station level can enable permissions to create chart animations for users in their organization.

1. Click **Charts** dropdown menu.
2. Click **User Settings** button.
3. Check the **Charts Animations** box to enable a user to create **Charts Animations**.
4. Click **Save**.

Create a chart

1. Complete the following fields:
    a. **Headline** – introduces the chart; displays above/before the subject
    b. **Subject** – a title or description of the data, displays above the chart
    c. **Data attribution** – the source of the data; displays below the chart
2. Enter the data for the chart.
    a. **Data Labels** – describes portions of data
    b. **Values** – represents the quantity for each item
        i. Graphs Option **A, B, and C** and right column for number of units inside the graph **25, 30, and 10.** Axis can support up to six labels per chart.
3. Select a chart type: **Vertical**, **Horizontal**, or **Pie**.
4. Use the **Label Angle** up or down arrow to set the angle.
5. Use **Value Alignment** to select placement of the value.
6. Click **Assemble Still**.

08: Quotes

Overview

The Quotes module allows you to create graphs and animations for stock market information. You can set a wide variety of outputs in two sections: Designer and Quote. Designer is for customizing the appearance of the animation. Quote is for customizing how the information is organized within the animation.

Permissions

A Quotes Superuser can access the Designer page to:

- Create a new Quotes style with custom name
- Save the style to a project.
- Copy styles to other projects.

Create a new quotes style in Designer

1. Navigate to the **Designer** tab.
2. Complete the custom fields to create a new style, including uploading a background image and changing the font styles.
3. Once fields are complete
4. Set the preview graphic is go live, then click **Assemble** button.

Create a stock market graphic in Quotes

5. Navigate to the Quotes tab.
6. Select a saved style (previously created in in the Design tab).
7. Add a Title for the quote graphic.
8. Click on the Quote tab to open Quote settings.
9. Customize the Quote.
    - Stock Symbol
    - Stock Name
    - Period Range
    - Time Scale
    - Background
    - Volume
    - Marker Date/Time
    - Marker Text
    - Title
    - Project
    - Styles in the Project

10. After completing the quote customizations, click **Assemble**.
11. A preview will display and a copy will be automatically saved to the Track module.

09: Notifications

Overview

Using notifications, you can arrange to be notified about an Axis event, like when graphic rendering is complete. Notifications are customized for each service. You can view notifications by default, but cannot edit notifications without being granted the edit permission by an administrator.

Notification recipients

In general, only the user who triggered the event (example: created a Map animation) will receive the notification. However, in the Order workflow, where multiple users participate, each will receive the same notifications.

Notification types

You can enable receiving up to three types of notifications

- Email: The user is notified of the event via email sent to the user's corporate email address.
- Toolbar: The user is notified of the event via the Axis toolbar. An indicator at the upper right of the toolbar notes the number of outstanding notifications.
- Audio: The user is notified of the event via an audio tone.

Activate/enable notifications

Once Notifications settings have been configured, each must be enabled and saved to be active.

To save Notification settings:

1. Click on the Account Name in the top right corner.
2. Click **Notifications**.
3. Enable desired notification by clicking the checkbox.
4. Click **Save**.

Configure notifications options

1. Click **Select Project** to configure notification settings for each individual project order.

A notification can be triggered at any step in a workflow (such as Pending Approval).

Example notification events related to Orders:

- Order Requires Clarification: An order needs more details.
- Order Cancelled: An order has been cancelled.
- Order Pending Authorization: An order is awaiting or needs authorization.

- Etc.

Example notification events related to Track:

- Assets Inactive Report: Report assets that are inactive and not protected.
- Asset Ingested: An asset you ingested into Track is available.
- Asset Copied: An asset you copied to another project is available.
- Asset Moved: An asset you moved to another project is available.
- Asset Replaced: An asset you replaced is available.
- Asset Deleted: An asset you deleted is no longer available.

The notification will be sent to users who are participating in that specific Order and are assigned workflow roles (examples: submitter, designer, manager). This list is defined by the Order workflow configuration.

View notifications received in the toolbar

To access the list of notifications:

- Click the Toolbar Notification indicator.
- A list of notifications displays
- Click on notification to op
- Click the checkbox to enable notification for Email, Toolbar and/or Audio
    - Note: The appearance depends upon the type of notification. If, the notification contains a graphic, opening the notification will display the graphic.

Manage notifications received in the toolbar

Notifications that have been received can be marked as read, marked as unread, and/or deleted.

To manage existing notifications:

1. Scroll to the bottom of the Notifications page.
2. Click the Manage Notifications link.
3. From the list of notifications, select notifications using one of the following methods:
    a. Select All: Selects all of the notifications.
    b. Select each individual notification.
4. Click the action that you would like to apply to the selected notifications.
    a. Delete: Deletes the selected notifications.
    b. Mark as Read: Marks the selected notification as having been read.
    c. Mark as Unread: Marks the selected notification as not having been read.

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.

CONTACT SALES

EMEA • North America • Latin America • Asia/Pacific
+1.631.845.2000 • sales@chyron.com