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## **Configuration Guide**

**Version 9.1**

# Thank You for Choosing Ross

You've made a great choice. We expect you will be very happy with your purchase of Ross Technology. Our mission is to:

1. Provide a Superior Customer Experience
  - offer the best product quality and support
2. Make Cool Practical Technology
  - develop great products that customers love

Ross has become well known for the Ross Video Code of Ethics. It guides our interactions and empowers our employees. I hope you enjoy reading it below.

If anything at all with your Ross experience does not live up to your expectations be sure to reach out to us at [solutions@rossvideo.com](mailto:solutions@rossvideo.com).



David Ross  
CEO, Ross Video  
[dross@rossvideo.com](mailto:dross@rossvideo.com)

## Ross Video Code of Ethics

Any company is the sum total of the people that make things happen. At Ross, our employees are a special group. Our employees truly care about doing a great job and delivering a high quality customer experience every day. This code of ethics hangs on the wall of all Ross Video locations to guide our behavior:

1. We will always act in our customers' best interest.
2. We will do our best to understand our customers' requirements.
3. We will not ship crap.
4. We will be great to work with.
5. We will do something extra for our customers, as an apology, when something big goes wrong and it's our fault.
6. We will keep our promises.
7. We will treat the competition with respect.
8. We will cooperate with and help other friendly companies.
9. We will go above and beyond in times of crisis. *If there's no one to authorize the required action in times of company or customer crisis - do what you know in your heart is right. (You may rent helicopters if necessary.)*

# Inception · Configuration Guide

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## Patents

Patent numbers 4,205,346; 5,115,314; 5,280,346; 5,561,404; 7,034,886; 7,508,455; 7,602,446; 7,834,886; 7,914,332; 8307284, 2039277; 1237518; 1127289 and other patents pending.

## Warranty and Repair Policy

Ross Video Limited (Ross) warrants its Inception Server systems to be free from defects under normal use and service a time period of 15 months from the date of shipment:

If an item becomes defective within the warranty period Ross will repair or replace the defective item, as determined solely by Ross.

Warranty repairs will be conducted at Ross, with all shipping FOB Ross dock. If repairs are conducted at the customer site, reasonable out-of-pocket charges will apply. At the discretion of Ross, and on a temporary loan basis, plug in circuit boards or other replacement parts may be supplied free of charge while defective items undergo repair. Return packing, shipping, and special handling costs are the responsibility of the customer.

This warranty is void if products are subjected to misuse, neglect, accident, improper installation or application, or unauthorized modification.

In no event shall Ross Video Limited be liable for direct, indirect, special, incidental, or consequential damages (including loss of profit). Implied warranties, including that of merchantability and fitness for a particular purpose, are expressly limited to the duration of this warranty.

This warranty is TRANSFERABLE to subsequent owners, subject to Ross' notification of change of ownership.

## Extended Warranty

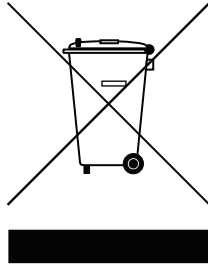
For customers that require a longer warranty period, Ross offers an extended warranty plan to extend the standard warranty period by one year increments. For more information about an extended warranty for your Inception Server system, contact your regional sales manager.

## Environmental Information

The equipment that you purchased required the extraction and use of natural resources for its production. It may contain hazardous substances that could impact health and the environment.

To avoid the potential release of those substances into the environment and to diminish the need for the extraction of natural resources, Ross Video encourages you to use the appropriate take-back systems. These systems will reuse or recycle most of the materials from your end-of-life equipment in an environmentally friendly and health conscious manner.

The crossed-out wheeled bin symbol invites you to use these systems.



If you need more information on the collection, reuse, and recycling systems, please contact your local or regional waste administration.

You can also contact Ross Video for more information on the environmental performances of our products.

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# Introduction

## A Word of Thanks

Thank you for choosing Ross Video Inception as your newsroom and social media management solution.

We are committed to providing you with the highest level of customer satisfaction possible. If, for any reason, you have questions or comments, please call Ross Video at +1-613-652-4886 or send us an e-mail at [techsupport@rossvideo.com](mailto:techsupport@rossvideo.com).

We hope that you visit our website [www.rossvideo.com](http://www.rossvideo.com) to stay up to date with ongoing software releases, join our customer forum and learn more about the complete range of Ross Video products.

Note that software maintenance and extended warranties are available for your system to protect and extend the life of your investment. Our sales team are more than happy to provide further information on the plans available. Members of our sales team promptly response to e-mails sent to: [solutions@rossvideo.com](mailto:solutions@rossvideo.com).

Again, thank you for your purchase of an Inception management solution from Ross Video. We are confident of your future pleasure with your choice.

Yours Sincerely,

A handwritten signature in black ink that reads "Shawn Snider". The signature is written in a cursive, slightly slanted style.

Shawn Snider  
Marketing Product Manager – Inception, Streamline, and EZPrompt  
[ssnider@rossvideo.com](mailto:ssnider@rossvideo.com)

## About This Guide

This guide contains the following chapters that cover configuration of the Inception Server:

- Chapter 1, “**Introduction**” summarizes the guide and provides important terms, conventions, and features.
- Chapter 2, “**Configuring System Properties**” provides instructions on how to configure an Inception Server.
- Chapter 3, “**Managing Perspectives**” provides instructions on how to create global perspectives available to all Inception users.
- Chapter 4, “**Configuring User Permissions**” provides instructions on how to set role-base user permissions for Inception users.
- Chapter 5, “**Configuring LDAP Authentication**” provides instructions on how to use LDAP to create Inception user accounts and roles.
- Chapter 6, “**Configuring MOS Connections**” provides instructions on how to configure the MOS protocol connection between Inception and a Newsroom Computer System (NCS).
- Chapter 7, “**Configuring Editorial Properties**” provides instructions on how to edit entries in the Inception dictionary.
- Chapter 8, “**Configuring Media Sources**” provides instructions on how to configure network file storage locations that contain video clips and images for use in stories.
- Chapter 9, “**Configuring OverDrive Integration**” provides instructions on how to enable Overdrive to control playout of Inception running orders.
- Chapter 10, “**Configuring Accounts**” provides instructions on how to create and modify the accounts that Inception uses to publish and ingest content.
- Chapter 11, “**Configuring Feeds**” provides instructions on how to ingest content from Facebook, Twitter, and RSS feeds.
- Chapter 12, “**Importing Contacts**” provides instructions on how to import contacts from a Comma Separated Values (CSV) file into a global contact list shared by all Inception users.

If you have questions pertaining to the operation of the Ross Video product, please contact us at the numbers listed in the section “**Contacting Technical Support**” on page 1–3. Our technical staff is always available for consultation, training, or service.

## Documentation Conventions

This guide uses special text formats to identify parts of the user interface, text that a user must enter, or a sequence of menus and submenus that a user must follow to reach a particular command.

### Interface Elements

Bold text identifies a user interface element such as a dialog box, a menu item, or a button. For example:

In the **Media Manager Client**, click **Channel 1** the **Channels** section.

### User Entered Text

Courier text identifies text that a user must enter. For example:

In the **File Name** box, enter `Channel01.property`.

### Referenced Guides

Italic text identifies the titles of referenced guides, manuals, or documents. For example:

For more information, refer to the section “**Twitter Configuration**” on page 3–6 in the *Inception User Guide*.

## Menu Sequences

Menu arrows identify a sequence of menu items that a user must follow to reach a particular command. For example: if a procedure step contains “**Server > Save As**,” a user should click the **Server** menu and then click **Save As**.

## Important Instructions

Star icons identify important instructions or features. For example:

- ★ After installing Inception Server software, you must obtain Inception feature licenses from Ross Video Technical Support before users can access Inception features.

## Getting Help

To access the Inception Server Online Help system, click the **Help** icon in the main toolbar. For help about the currently open panel, click the **Help** button in a panel title bar to view a help topic about the panel.

The Online Help system contains the following navigation tabs to locate and access Online Help topics:

- **Contents** — table of contents
- **Search** — full text search
- **Favorites** — preferred information storage and access

Ross Video also supplies print-ready PDF files of the *Inception Server Installation Guide*, *Inception Server Configuration Guide*, and the *Inception User Guides* on the Inception Server Software Installation DVD.

## Contacting Technical Support

At Ross Video, we take pride in the quality of our products, but if problems occur, help is as close as the nearest telephone.

Our 24-hour Hot Line service ensures that users have access to technical expertise around the clock. Ross Video personnel directly provide after-sales service and technical support. During business hours (Eastern Time), technical support personnel are available by telephone. After hours and on weekends, a direct emergency technical support phone line is available. If an on-call technical support person does not immediately answer this line, please leave a voice message and a support person will return your call shortly. This team of highly trained staff is available to react to any problem and to do whatever is necessary to ensure customer satisfaction.

- **Technical Support:** (+1) 613-652-4886
- **After Hours Emergency:** (+1) 613-349-0006
- **E-mail:** techsupport@rossvideo.com
- **Website:** <http://www.rossvideo.com>



# Configuring System Properties

This chapter provides instructions for configuring the general system properties of your Inception Server using the following tabs on the System configuration panel:

- **Database** — How Inception accesses the database that stores application data
- **Mail Server** — How Inception communicates with an e-mail server to send and receive approval messages and notifications.
- **Approvals** — Control e-mail story approval, and configure the e-mail address used to send and receive approval messages and notifications.
- **Archive** — Control the automatic archiving of running orders, and when it occurs.

This chapter discusses the following topics:

- Access Inception Server System Properties
- Configure Database Connectivity
- Activate a Product Key
- Reactivate a Product Key
- Deactivate of a Product Key
- Set the Local Time Zone
- Configure the E-mail Server
- Enable Story Approval via E-mail
- Enable Story Creation via E-mail
- Enable Automatic Archiving
- Configure Advanced Settings

## Access Inception Server System Properties

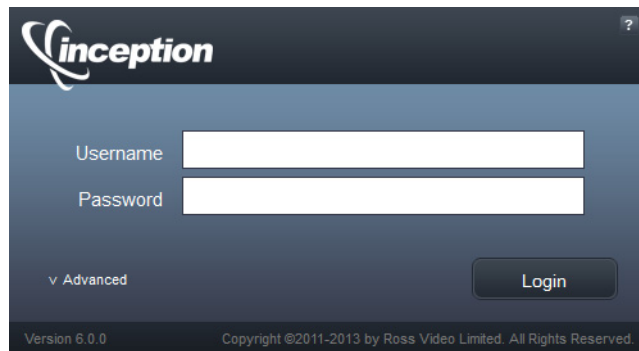
As an Inception Server administrator, you access and configure system settings through the Configuration window of Inception.

- ★ You cannot configure Inception from a mobile device. The Configuration window is only accessible from a desktop computer.

### To access Inception Server system properties

1. In a one of the following supported web browsers, navigate to the Inception web page.
  - Microsoft Internet Explorer® version 9 or greater
  - Mozilla Firefox® version 3.6 or greater
  - Google Chrome™ browser version 17.x or higher
  - Apple Safari® version 5.1.x or greater

The **Login** panel opens.




2. In the **Login** panel, enter your system administrator login credentials in the **Username** and **Password** boxes.  
The default system administrator login credentials are as follows:

- **Username** — root
- **Password** — password


3. Click **Login**.

Inception opens.

- ★ When Inception displays a message indicating that the system is in maintenance mode, a system administrator must establish a database connection before you can log in to your Inception Server.


4. On the main toolbar, click the  **Configuration** icon. If the **Configuration** icon is not visible, you are not an administrator and cannot configure the server.

The **Configuration** window opens.

5. For Inception configuration information, click the  **Help** icon on the **Configuration** window titlebar.

## Configure Database Connectivity

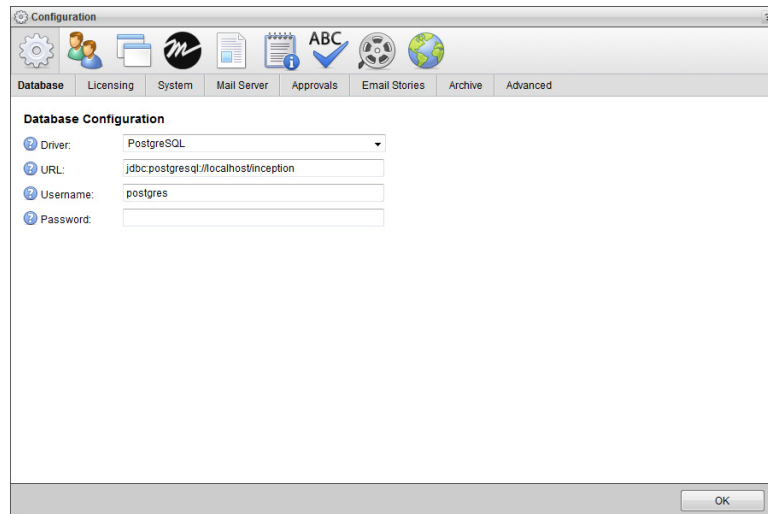
### To configure database connectivity

1. On the **Configuration** window toolbar, click the  **System** icon.

The **System** panel opens.

2. Click the **Database** tab.

The **Database** tab opens.



3. Use the **Driver** list to select the database driver used to connect to the Inception Database.
4. In the **URL** box, enter the JDBC URL that the Inception Server uses to connect to the Inception Database. For example, for a database named inception on PostgreSQL, use the following URL:

```
jdbc:postgresql://localhost/inception
```

5. In the **Username** box, enter the username that Inception uses to access the database.
6. In the **Password** box, enter the password associated with the username.


The box looks empty, even after specifying a password.

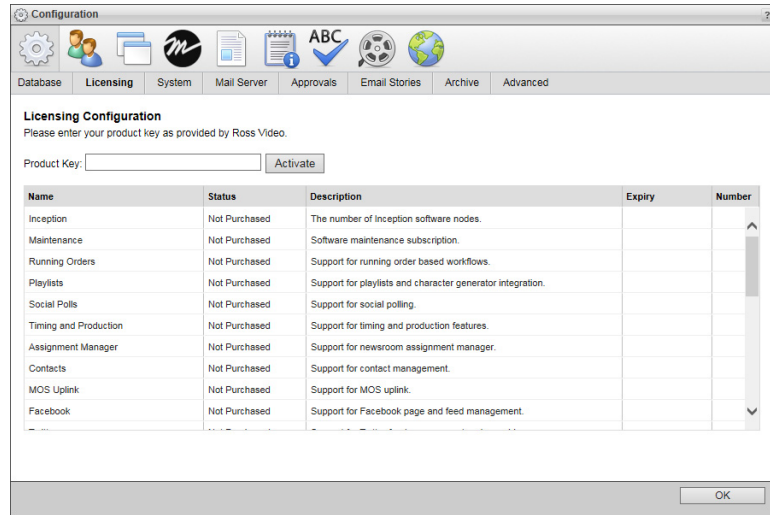
## Activate a Product Key

Ross Video uses a product key and feature license keys to control user access to Inception features. You can obtain an Inception product key from Ross Video Technical Support. Refer to the **Getting Technical Support** Online Help topic for Ross Video Technical Support contact information.

- ★ When you activate an Inception Server software product key, your Inception computer must contact the Ross Video Activation Server.






**To activate an Inception product key**

1. On the **Configuration** window toolbar, click the  **System** icon.  
The **System** panel opens.
2. Click the **Licensing** tab.  
The **Licensing** tab opens.



3. Obtain an Inception product key from Ross Video Technical Support.
4. In the **Product Key** box, enter the product key obtained from Ross Video Technical Support.
5. Click **Activate**.  
After activating the entered product key, an **Alert** dialog box opens requesting a web browser window refresh.
6. Click **OK**.

The **Alert** dialog box closes and the **Licensing Configuration** tab updates to display the new feature licenses associated with the activated product key. The **Status** column displays one of the following states:

Background	Status	Description
 Green	<b>Active</b>	The feature is active and available to Inception users.
 Yellow	<b>Expires in # days</b>	The feature availability for Inception users expires in the displayed number of days.
 Red	<b>Expired</b>	The feature has expired and is no longer available to Inception users.
 Red	<b>Invalid MAC</b>	The feature license key is invalid for the active network interface card of the Inception computer.
 White	<b>Not Purchased</b>	The feature is not accessible to Inception users, but it is available for purchase.


7. In the bottom toolbar, click **OK**.  
The **Configuration** window closes.
8. Refresh your web browser window.  
Inception adds icons to the toolbar for the newly activated features, making the features accessible to Inception users.



## Reactivate a Product Key

After purchasing new features for an Inception Server, the Inception product key requires a reactivation to make the purchased features available to Inception users.


### To reactivate an Inception product key

1. On the **Configuration** window toolbar, click the  **System** icon.  
The **System** panel opens.
2. Click the **Licensing** tab.  
The **Licensing** tab opens.
3. Click **License Options**.  
The **Product Key** field displays the currently activate product key.
4. Click **Reactivate**.  
After reactivating the product key, an **Alert** dialog box opens requesting a refresh of the web browser window.
5. Click **OK**.  
The **Alert** dialog box closes and the **Licensing Configuration** tab is updates to display with new feature licenses associated with the reactivated product key.
6. In the bottom toolbar, click **OK**.  
The **Configuration** window closes.
7. Refresh your web browser window.  
Inception adds icons to the toolbar for the newly activated features, making the features accessible to Inception users.

## Deactivate of a Product Key

When you want to move Inception Server software on another computer, you must first deactivate the Inception Server software on the current Inception computer.


### To deactivate an Inception product key

1. On the **Configuration** window toolbar, click the  **System** icon.  
The **System** panel opens.
2. Click the **Licensing** tab.  
The **Licensing** tab opens.
3. Click **License Options**.  
The **Product Key** field displays the currently activate product key.
4. Click **Deactivate**.  
After deactivating the product key, an **Alert** dialog box opens.
5. Click **OK**.  
The **Alert** dialog box closes and the product key shown in the **Product Key** box deactivates. You can use the deactivated product key to activate Inception Server software on another computer.  
Deactivating a product key un licenses and removes Inception user access to all of the Inception features associated with the product key.

## Set the Local Time Zone

The Inception Server uses the set time zone to record the local time of when it runs daily maintenance tasks.

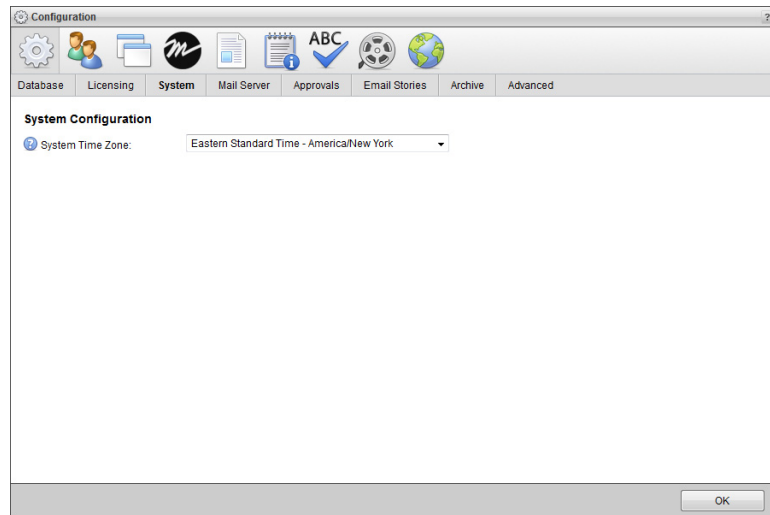
### To set the time zone for your Inception Server

1. On the **Configuration** window toolbar, click the  **System** icon.

The **System** panel opens.

2. Click the **System** tab.

The **System** tab opens.




3. Use the **System Time Zone** list to select the time zone which matches the physical location of the Inception Server computer.

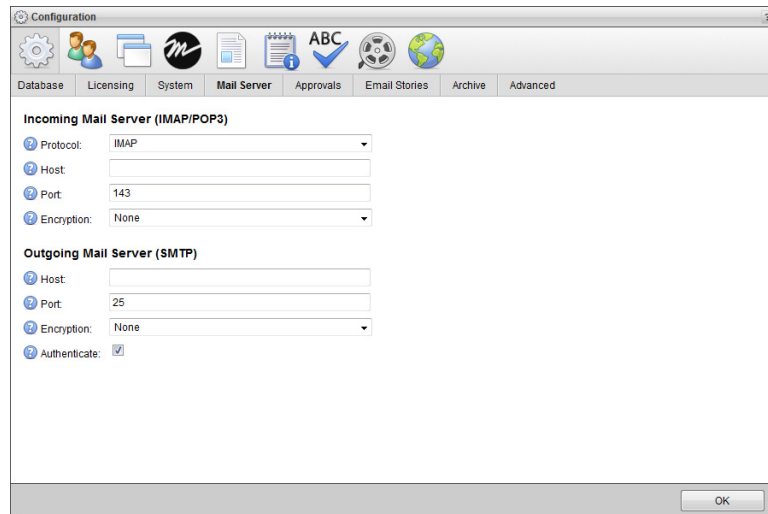
## Configure the E-mail Server

The following Inception features require the configuration of an e-mail server.

- Story creation via e-mail
- Story approval via e-mail
- System notifications sent to system administrators

## To configure the e-mail server

1. On the **Configuration** window toolbar, click the  **System** icon.  
The **System** panel opens.
2. Click the **Mail Server** tab.  
The **Mail Server** tab opens.




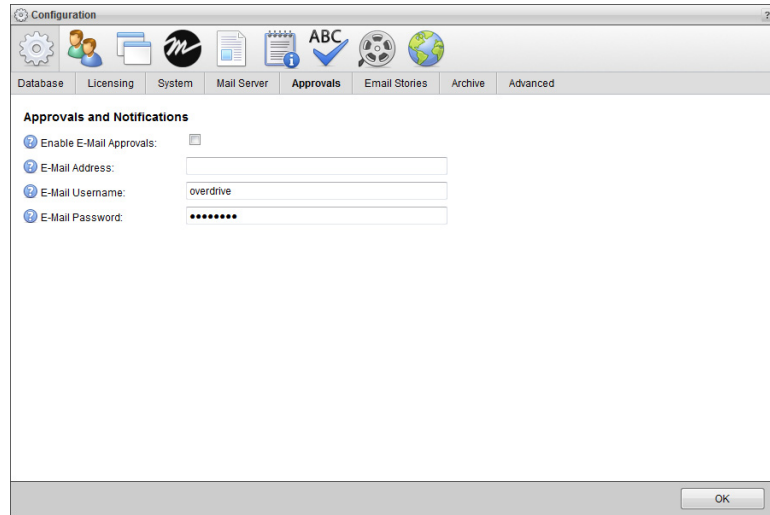
3. In the **Incoming Mail Server** section, use the **Protocol** list to select the e-mail handling protocol for the incoming e-mail server.
4. In the **Host** box, enter the host name of the incoming e-mail server.
5. In the **Port** box, enter the port number used for communicating with the incoming e-mail server.
6. Use the **Encryption** list to select the encryption method used by the incoming e-mail server.
7. In the **Outgoing Mail Server** section, enter the host name of the outgoing e-mail server in the **Host** box.
8. In the **Port** box, enter the port number used for communicating with the outgoing e-mail server.
9. Use the **Encryption** list to select the encryption protocol used by the outgoing e-mail server.
10. Select the **Authenticate** check box to enable authentication for the outgoing e-mail server.  
Clear this check box to not use authentication for outgoing e-mail.

## Enable Story Approval via E-mail

After enabling approval of stories via e-mail, Inception sends users story approval requests via e-mail to which they can reply to approve or reject a story. Users must have correct permissions to create stories via e-mail.

## To enable story approval via e-mail

1. On the **Configuration** window toolbar, click the  **System** icon.  
The **System** panel opens.
2. Click the **Approvals** tab.  
The **Approvals** tab opens.




3. Select the **Enable E-mail Approvals** check box to enable Inception to send approval request e-mails to users who have permission to approve stories.  
This option also enables Inception to send system notifications to system administrators.
4. In the **E-Mail Address** box, enter the e-mail address that Inception uses to send approval request e-mails to users who have permission to approve stories.  
Ross Video recommends creating a new and dedicated e-mail address with a descriptive username to receive approvals request e-mails. Users see the username when they receive approval requests and notifications. The e-mail address for approvals cannot be the same one used for story creation via e-mail.
5. In the **E-Mail Username** box, enter the username associated with the approval request e-mail address.
6. In the **E-Mail Password** box, enter the password associated with the approval request e-mail address.  
This box looks empty, even after setting the password.

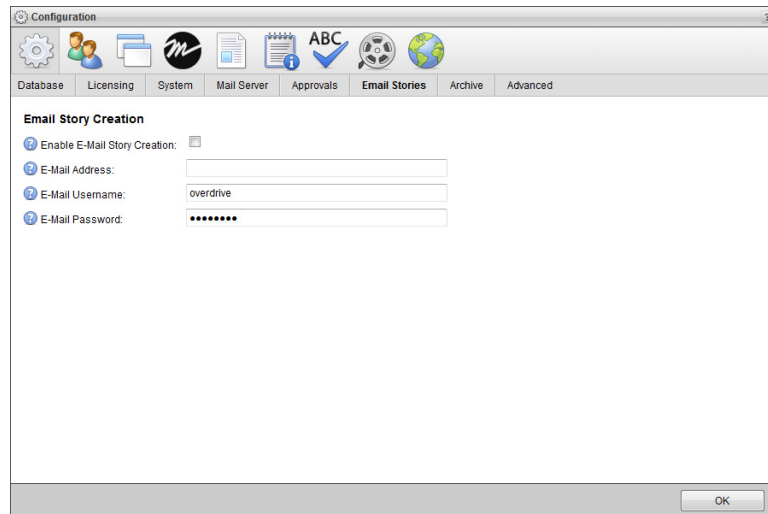
## Enable Story Creation via E-mail

After enabling the creation of stories via e-mail, users can send stories for Facebook, Twitter, WordPress and BIM accounts to Inception via e-mail. Users must have correct permissions to create stories via e-mail.

- ★ At least one Upload Media Source must exist to enable e-mail story creation. For information about creating an Upload Media Source, refer to the section “**Add a Media Source**” on page 10–2.

## To enable story creation via e-mail

1. On the **Configuration** window toolbar, click the  **System** icon.  
The **System** panel opens.
2. Click the **Email Stories** tab.  
The **Email Stories** tab opens.




3. Select the **Enable E-Mail Story Creation** check box to accept and process stories created via e-mail.  
Users can create stories via e-mail only if they have permission to do so.
4. In the **E-Mail Address** box, enter the e-mail address to which users send e-mails that contain stories.  
Ross Video recommends creating a new and dedicated e-mail address with a descriptive username to receive story e-mails. Users see the username when they submit stories and when they receive confirmation e-mails. The e-mail address for story creation cannot be the same one used for story approval via e-mail.
5. In the **E-Mail Username** box, enter the username associated with the story recipient e-mail address.
6. In the **E-Mail Password** box, enter the password associated with the story recipient e-mail address.  
This box looks empty, even after setting the password.

### For More Information on...

- user permission assignment, refer to the chapter “**Configuring User Permissions**” on page 3–1

## Enable Automatic Archiving

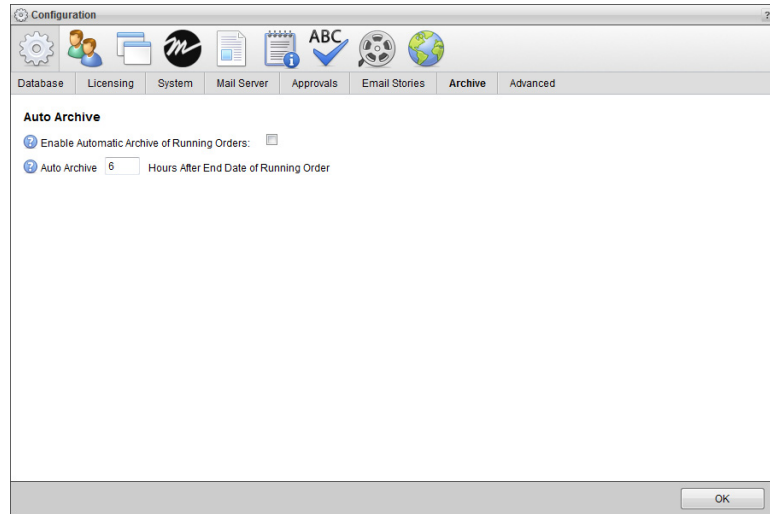
To enable automatic archiving of running orders

1. On the **Configuration** window toolbar, click the  **System** icon.

The **System** panel opens.

2. Click the **Archive** tab.

The **Archive** tab opens.




3. Select the **Enable Automatic Archive of Running Orders** check box to automatically archive running orders after the end date of a running order.
4. In the **Auto Archive** box, enter the number of hours to wait after the end date of a running order before automatically archiving the running order.

If the running order is monitored, Inception automatically unmonitors the running order before archiving the running order.

## Configure Advanced Settings

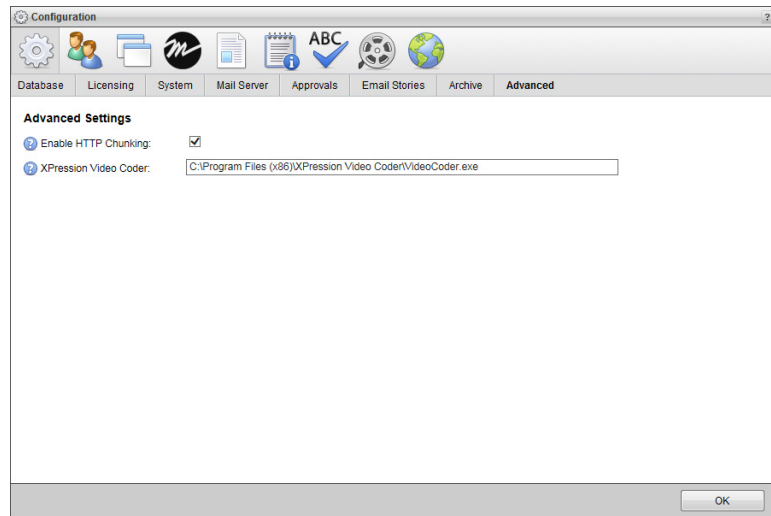
### To configure advanced settings

1. On the **Configuration** window toolbar, click the  **System** icon.

The **System** panel opens.

2. Click the **Advanced** tab.

The **Advanced** tab opens.



3. Select the **Enable HTTP Chunking** check box to use chunked transfer encoding to upload files to the Inception Server. Inception enables this option by default.

Some firewalls and proxies do not support chunked transfer encoding. Only clear this option if you are experiencing problems when uploading large media files to the Inception Server.

4. In the **XPression Video Coder** box, enter the executable path for the XPression Video Coder program used to transcode Facebook and Instagram videos in playlists for playout through a Ross Video XPression real-time motion graphics system.
5. After completing your configuration tasks, click **OK** in the lower toolbar to close the **Configuration** panel.





# Configuring User Permissions

User permissions define the actions users have permission to perform and determine which buttons, messages, and controls they see in the Inception user interface. In most Inception Server systems, the system administrator assigns users with the user permissions that are appropriate for their role in using Inception.

User permissions are role-based. Each user account has one or more user roles, such as journalist or producer. Each user role has a set of permissions. The role-based permissions model enables administrators to precisely define user permissions for each user, to ensure conformance to your organization's business processes.

A system administrator can create user accounts and roles within Inception, or imported them from a Lightweight Directory Access Protocol (LDAP) server. Inception can use a combination of created and imported user accounts and roles.

To configure user permissions, you create user roles and assign permissions to them, and then create user accounts and assign user roles to them.

User permission settings belong to the following categories, represented by tabs on the Users configuration panel:


- **Manage Users** — Properties related to individual users, including role assignments.
- **Manage Roles** — Properties related to user roles, including permissions associated with user roles.
- **LDAP Configuration** — Properties related to establishing connectivity with an LDAP directory server.
- **LDAP User Configuration** — Mappings to enable Inception to import user accounts from an LDAP directory server.
- **LDAP Role Configuration** — Mappings to enable Inception to import user roles (groups) from an LDAP directory server.

This chapter discusses the following topics:


- Create a User Role
- Modify a User Role
- Typical User Role Permissions
- Account Management Permission Assignment
- Delete a User Role
- Create a User Account
- Modify a User Account
- Delete a User Account

## Create a User Role

### To create a user role

1. Log in to your Inception Server as a system administrator.
2. On the main toolbar, click the  **Configuration** icon. If the **Configuration** icon is not visible, you are not an administrator and cannot configure the server.

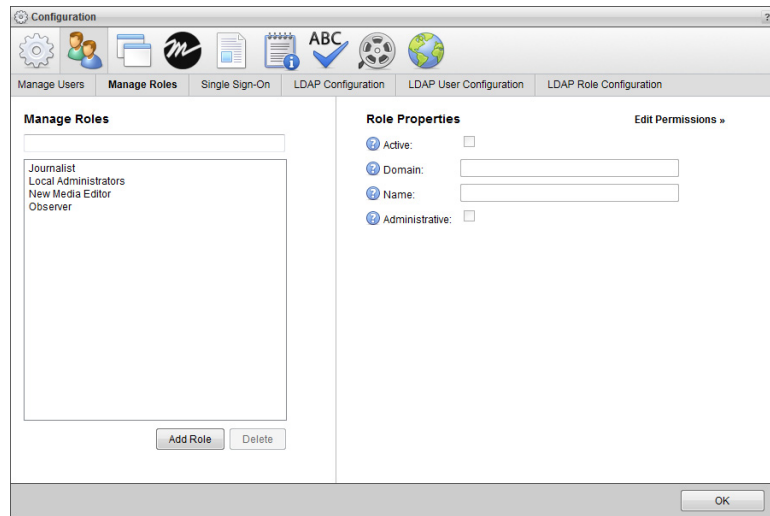
The **Configuration** window opens.

3. On the **Configuration** window toolbar, click the  **Users** icon.

The **Users** panel opens.

4. Click the **Manage Roles** tab.

The **Manage Roles** tab opens.



5. In the **Manage Roles** section, click **Add Role**.  
Inception automatically saves property values set for a new user role.
6. In the **Role Properties** section, select the **Active** check box to make the role operational.  
Clear this check box to deactivate a user role. Inactive roles cannot convey permissions to user accounts.
7. In the **Name** box, enter a name for the user role.
8. Select the **Administrative** check box to grant the user role all user permissions and enable the user role to configure all administrative settings.  
Clear this check box to only include selected permissions with the user role.
9. Click **Edit Permissions**.  
The **Role Permissions** list opens.

10. In the **Role Permissions** list, select the permissions to assign to the user role.

Keep in mind the following point as you assign permission to a user role:

- Permission assignment changes save automatically.
- Background shading delineates category headings from role permissions. To select or deselect all permissions in a category, select or clear the check box in the category heading.
- Permissions displayed in **Bold Text** are assignable to all accounts or to selected accounts:
  - › If you want to assign the permission for all accounts, select the bolded permission. This setting also applies to any accounts created in the future.
  - › If you want to assign the permission for selected accounts, clear the bolded permission and then select individual accounts from the list below the bolded permission name.
  - › If you do not want to assign the permission for any accounts, clear all accounts in the list.
- To select all permissions in the entire list, click **Select All**.

Use this option to assign all permissions to the role, or to assign most of the permissions by selecting all of them and then clearing the ones you do not want to assign.

- To clear all permissions, click **Deselect All**.

Use this option to assign only a few permissions to the role, by clearing all of them and then selecting only the ones you want to assign.

After finishing the configuration of a user role, you can assign it to a user.


#### For More Information on...

- user roles, refer to the sections “**Modify a User Role**” on page 3–3, and “**Delete a User Role**” on page 3–11.
- user accounts, refer to the sections “**Create a User Account**” on page 3–11, “**Modify a User Account**” on page 3–12, and “**Delete a User Account**” on page 3–13.
- typical user permissions, refer to the section “**Typical User Role Permissions**” on page 3–4.

## Modify a User Role

Within Inception you are only able to modify the properties of user roles created in Inception. To modify roles (groups) imported from an LDAP directory server, you must modify them on the LDAP directory server.

### To modify a user role

1. On the **Configuration** window toolbar, click the  **Users** icon.

The **Users** panel opens.

2. Click the **Manage Roles** tab.

The **Manage Roles** tab opens.

3. In the **User Role** list, select the name of the user role to modify.

You can filter the **User Role** list by typing any of the following information in the **Filter** box above the list:

- Any part of a user role name. As you enter a user role name, the list automatically updates to only show user roles that match what you have entered.
- Enter **local** to list only the user roles created in Inception.
- Enter **LDAP** to list only the user roles imported from an LDAP directory.



4. In the **Role Properties** section, edit the user role properties as required.  
Inception automatically saves property value changes made to a user role.
5. Click **Edit Permissions**.  
The **Role Permissions** list opens.
6. In the **Role Permissions** list, edit the user role permission assignments as required.  
Inception automatically saves permission assignment changes made to a user role and applies the changes to all of the users assigned to the user role.

**For More Information on...**

- user roles, refer to the sections “**Create a User Role**” on page 3–2, and “**Delete a User Role**” on page 3–11.
- user accounts, refer to the sections “**Create a User Account**” on page 3–11, “**Modify a User Account**” on page 3–12, and “**Delete a User Account**” on page 3–13.
- typical user permissions, refer to the section “**Typical User Role Permissions**” on page 3–4.

## Typical User Role Permissions

The following tables list the available user role permissions and typical user role assignments.

**Table 3.1 Assignment Manager**

Permission	Producer	Social Media Editor	Character Generator Operator	News Director	Broadcast Journalist	Observer	News Anchor
Manage Assignments	✓			✓			
Modify Assignments	✓			✓	✓		
View Assignments	✓			✓	✓		

**Table 3.2 Brightcove**

Permission	Producer	Social Media Editor	Character Generator Operator	News Director	Broadcast Journalist	Observer	News Anchor
Approve Brightcove Stories	All Accounts	Selected Accounts		All Accounts			
Modify Brightcove Stories	All Accounts	Selected Accounts		All Accounts	Selected Accounts		Selected Accounts
Publish Brightcove Stories	All Accounts	Selected Accounts		All Accounts			Selected Accounts

**Table 3.3 Broadcast**

Permission	Producer	Social Media Editor	Character Generator Operator	News Director	Broadcast Journalist	Observer	News Anchor
Approve Broadcast Stories	✓			✓			
Modify Broadcast Stories	✓			✓	✓		
Publish Broadcast Stories	✓			✓	✓		

**Table 3.4 Configuration**

Permission	Producer	Social Media Editor	Character Generator Operator	News Director	Broadcast Journalist	Observer	News Anchor
Modify Blacklist	✓	✓	✓	✓	✓		
Modify Dictionary	✓	✓		✓	✓		✓

**Table 3.5 Contact Manager**

Permission	Producer	Social Media Editor	Character Generator Operator	News Director	Broadcast Journalist	Observer	News Anchor
Modify Contacts	✓	✓	✓	✓	✓		
View Contacts	✓	✓	✓	✓	✓	✓	✓

**Table 3.6 Facebook**

Permission	Producer	Social Media Editor	Character Generator Operator	News Director	Broadcast Journalist	Observer	News Anchor
Approve Facebook Stories	All Accounts	Selected Accounts		All Accounts			
Manage Facebook Accounts	✓	✓		✓			
Modify Facebook Stories	All Accounts	Selected Accounts		All Accounts	Selected Accounts		Selected Accounts
Publish Facebook Stories	All Accounts	Selected Accounts		All Accounts			Selected Accounts

**Table 3.7 Feed (Facebook, Twitter, and RSS)**

Permission	Producer	Social Media Editor	Character Generator Operator	News Director	Broadcast Journalist	Observer	News Anchor
Modify Feeds	All Accounts	Selected Accounts		All Accounts	Selected Accounts		Selected Accounts
View Feeds	✓	✓	✓	✓	✓	✓	✓

**Table 3.8 Flickr**

Permission	Producer	Social Media Editor	Character Generator Operator	News Director	Broadcast Journalist	Observer	News Anchor
Approve Flickr Stories	All Accounts	Selected Accounts		All Accounts			
Manage Flickr Accounts	✓	✓		✓			
Modify Flickr Stories	All Accounts	Selected Accounts		All Accounts	Selected Accounts		Selected Accounts
Publish Flickr Stories	All Accounts	Selected Accounts		All Accounts			Selected Accounts

**Table 3.9 Instagram**

Permission	Producer	Social Media Editor	Character Generator Operator	News Director	Broadcast Journalist	Observer	News Anchor
Manage Instagram Accounts	✓	✓		✓			

**Table 3.10 Metadata**

Permission	Producer	Social Media Editor	Character Generator Operator	News Director	Broadcast Journalist	Observer	News Anchor
Configure Metadata	✓			✓			
Modify Entity Instances	✓			✓			
View Entity Instances	✓	✓	✓	✓	✓	✓	✓

**Table 3.11 Playlist**

Permission	Producer	Social Media Editor	Character Generator Operator	News Director	Broadcast Journalist	Observer	News Anchor
Modify Playlists	✓	✓	✓	✓			
Playout Playlists	✓	✓	✓				
View Playlists	✓	✓	✓	✓	✓	✓	✓

**Table 3.12 Playlist Item**

Permission	Producer	Social Media Editor	Character Generator Operator	News Director	Broadcast Journalist	Observer	News Anchor
Approve Playlist Items	✓	✓	✓	✓			
Modify Playlist Items	✓	✓	✓	✓			
View Playlist Items	✓	✓	✓	✓	✓	✓	✓

**Table 3.13 Poll**

Permission	Producer	Social Media Editor	Character Generator Operator	News Director	Broadcast Journalist	Observer	News Anchor
Modify Polls	✓	✓	✓	✓	✓		
View Polls	✓	✓	✓	✓	✓	✓	✓

**Table 3.14 Running Order**

Permission	Producer	Social Media Editor	Character Generator Operator	News Director	Broadcast Journalist	Observer	News Anchor
Modify Running Orders	✓			✓	✓		
Playout Running Orders	✓						
View Running Orders	✓	✓	✓	✓	✓	✓	✓

**Table 3.15 Search**

Permission	Producer	Social Media Editor	Character Generator Operator	News Director	Broadcast Journalist	Observer	News Anchor
View Search Manager	✓	✓	✓	✓	✓	✓	✓

**Table 3.16 Sina Weibo**

Permission	Producer	Social Media Editor	Character Generator Operator	News Director	Broadcast Journalist	Observer	News Anchor
Approve Sina Weibo Stories	All Accounts	Selected Accounts		All Accounts			
Manage Sina Weibo Accounts	✓	✓					
Modify Sina Weibo Stories	All Accounts	Selected Accounts		All Accounts	Selected Accounts		Selected Accounts
Publish Sina Weibo Stories	All Accounts	Selected Accounts		All Accounts			Selected Accounts

**Table 3.17 Story (Brightcove, Broadcast, Facebook, Twitter, Web Publishing, and YouTube)**

Permission	Producer	Social Media Editor	Character Generator Operator	News Director	Broadcast Journalist	Observer	News Anchor
Allow Story Creation via E-Mail	✓	✓			✓		✓
Notify via E-Mail for Approval	✓	✓		✓			

**Table 3.18 Twitter**

Permission	Producer	Social Media Editor	Character Generator Operator	News Director	Broadcast Journalist	Observer	News Anchor
Approve Twitter Stories	All Accounts	Selected Accounts		All Accounts			
Manage Twitter Accounts	✓	✓					
Modify Twitter Stories	All Accounts	Selected Accounts		All Accounts	Selected Accounts		Selected Accounts
Publish Twitter Stories	All Accounts	Selected Accounts		All Accounts			Selected Accounts



**Table 3.19 Web Publishing (WordPress and BIM)**

Permission	Producer	Social Media Editor	Character Generator Operator	News Director	Broadcast Journalist	Observer	News Anchor
Approve Web Stories	All Accounts	Selected Accounts		All Accounts			
Modify Web Stories	All Accounts	Selected Accounts		All Accounts	Selected Accounts		Selected Accounts
Publish Web Stories	All Accounts	Selected Accounts		All Accounts			Selected Accounts

**Table 3.20 YouTube**

Permission	Producer	Social Media Editor	Character Generator Operator	News Director	Broadcast Journalist	Observer	News Anchor
Approve YouTube Stories	All Accounts	Selected Accounts		All Accounts			
Modify YouTube Stories	All Accounts	Selected Accounts		All Accounts	Selected Accounts		Selected Accounts
Publish YouTube Stories	All Accounts	Selected Accounts		All Accounts			Selected Accounts

### Permission Dependencies

Some user permissions depend on others. For example, you cannot add a story to the running order if you do not have permission to view the running order. When you add user roles intended for creating and modify stories for the running order, you should assign the permissions listed in the following table:

**Table 3.21 Dependant Permissions**

Permission Category	Permission	Description
Running Order	View Running Orders	Enables users to open running orders.
	Modify Running Order	Enables users to create, modify, and delete stories in the running order.
One or more of the following: <ul style="list-style-type: none"> <li>• Brightcove</li> <li>• Broadcast</li> <li>• Facebook</li> <li>• Twitter</li> <li>• Web Publishing</li> <li>• YouTube</li> </ul>	Create Story	Enables user to create stories. Assign this permission for each type of story you want the users to create or modify. For example, Create Facebook Story.
	View Story	Enables user to view stories. Assign this permission for each type of story you want the users to create or modify. For example, View Twitter Stories.
	Modify Story	Enables user to create, modify, and delete stories. Assign this permission for each type of story you want the users to create, modify, or delete. For example, Modify YouTube Stories.

### For More Information on...


- user role assignment, refer to the sections “**Create a User Role**” on page 3–2, “**Modify a User Role**” on page 3–3, and “**Delete a User Role**” on page 3–11
- user account configuration, refer to the sections “**Create a User Account**” on page 3–11, “**Modify a User Account**” on page 3–12, and “**Delete a User Account**” on page 3–13
- role-based user permissions, refer to the chapter “**Configuring User Permissions**” on page 3–1

## Account Management Permission Assignment

When you create a new account such as a Facebook or Twitter account, only users with roles that include permission to manage ALL accounts of that type can assign stories to the new account. When you want other users to manage the account, you must add account management permissions to one or more of their user roles.

When you create several accounts at the same time, it is most efficient to create all accounts and then assign permissions to manage them.

### To assign account management permissions to a user role

1. On the **Configuration** window toolbar, click the  **Users** icon.  
The **Users** panel opens.
2. Click the **Manage Roles** tab.  
The **Manage Roles** tab opens.
3. In the **User Role** list, select the name of the user role to assign account management permissions.
4. Click **Edit Permissions**.  
The **Role Permissions** list opens.
5. In the **Role Permissions** list, scroll down to the account source.  
For example, **Facebook**.
6. Clear the **Manage Facebook Accounts** permission.  
A list of available accounts opens below the permission.
7. Select the check boxes associated with the accounts for the user role to manage.  
Keep in mind the following as you select accounts for a user role:
  - To assign permission for individual accounts, select the check box associated the account. Clear the check box to unassign permission.
  - To assign the permission for all accounts of a source, select the **Manage Accounts** check box for the source. Clear the check box to unassign permission from all accounts of a source. This permission assignment also applies to accounts created in the future.
  - Inception automatically saves account permission assignment changes.


After you finish editing a user role, Inception applies the account permission assignment changes to all of the users assigned to the user role.

## Delete a User Role

You can delete user roles created in Inception.

★ You cannot delete user roles (groups) imported from an LDAP directory server.

### To delete a user role

1. On the **Configuration** window toolbar, click the  **Users** icon.

The **Users** panel opens.

2. Click the **Manage Roles** tab.

The **Manage Roles** tab opens.

3. In the **User Role** list, select the name of the user role to delete.

4. Click **Delete**.

A confirmation message opens, asking you if you want to delete the selected user role.

5. Click **OK**.


Inception deletes the selected user role from the system and from assigned users. Deleting a user role from a user removes the permissions contained in the user role from the user.

### For More Information on...

- user roles, refer to the sections “**Create a User Role**” on page 3–2, and “**Modify a User Role**” on page 3–3.
- user accounts, refer to the sections “**Create a User Account**” on page 3–11, “**Modify a User Account**” on page 3–12, and “**Delete a User Account**” on page 3–13.

## Create a User Account

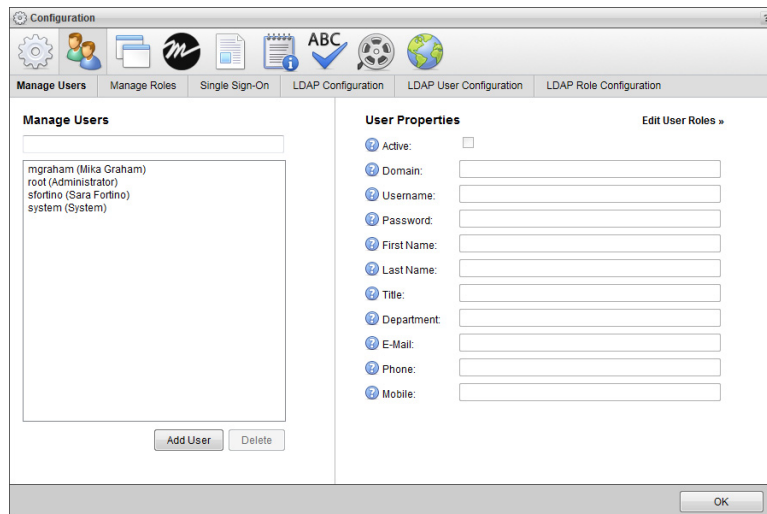
### To create a user account

1. On the **Configuration** window toolbar, click the  **Users** icon.

The **Users** panel opens.

2. Click the **Manage Users** tab.

The **Manage Users** tab opens.



The screenshot shows the 'Configuration' window with the 'Manage Users' tab selected. The 'Manage Users' section contains a list of users: mgraham (Mika Graham), root (Administrator), sfortino (Sara Fortino), and system (System). Below the list are 'Add User' and 'Delete' buttons. The 'User Properties' section on the right contains fields for: Active (checkbox), Domain, Username, Password, First Name, Last Name, Title, Department, E-Mail, Phone, and Mobile. An 'OK' button is located at the bottom right of the window.

3. In the **Manage Users** section, click **Add User**.  
Inception automatically saves property values set for a new user.
4. In the **User Properties** section, select the **Active** check box to make the user operational.  
Clear this check box to deactivate a user. Inception retains information associated with an inactive user account, but does not allow you to use the account to log in to your Inception Server.
5. In the **Username** box, enter a name for the user.  
Use this username to log in to your Inception Server. Usernames are case sensitive.
6. In the **Password** box, enter a password of at least five characters for the user. All user accounts must have a password.  
Use this password is along with the set username to log in to your Inception Server. Passwords are case sensitive.
7. In the **First Name** box, enter the first or proper name of the user.
8. In the **Last Name** box, enter the last or family name of the user.  
After logging in to Inception with a username and password, the status bar displays the first and last name associated with the username.
9. In the **Title** box, enter the job title of the user within the organization.
10. In the **Department** box, enter the department to which the user belongs within the organization.
11. In the **E-Mail** box, enter the corporate e-mail address of the user.
12. In the **Phone** box, enter the corporate telephone number of the user.
13. In the **Mobile** box, enter the mobile telephone number of the user.
14. Click **Edit User Roles**.  
The **User Roles** list opens.
15. In the **User Roles** list, select the check boxes associated with the user roles to assign to the user. Clear the check box associated with a user role to unassign it from the user.


#### For More Information on...

- user accounts, refer to the sections “**Modify a User Account**” on page 3–12, and “**Delete a User Account**” on page 3–13.
- user roles, refer to the sections “**Create a User Role**” on page 3–2, “**Modify a User Role**” on page 3–3, and “**Delete a User Role**” on page 3–11.
- typical user permissions, refer to the section “**Typical User Role Permissions**” on page 3–4.

## Modify a User Account

You can modify the properties of user accounts created in Inception. If you want to modify users imported from an LDAP directory server, you must change them on the LDAP directory server.

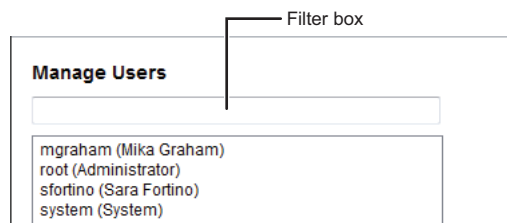
#### To modify a user account

1. On the **Configuration** window toolbar, click the  **Users** icon.  
The **Users** panel opens.
2. Click the **Manage Users** tab.  
The **Manage Users** tab opens.

3. In the **Users** list, select the name of the user to modify.

You can filter the **Users** list by typing any of the following information in the **Filter** box above the list:

- Any part of a user name. As you enter a user name, the list automatically updates to only show user names that match what you have entered.
- Enter **local** to list only the users created in Inception.
- Enter **LDAP** to list only the users imported from an LDAP directory.



4. In the **User Properties** section, edit the user properties as required.

Inception automatically saves property value changes made to a user.

5. Click **Edit User Roles**.

The **User Roles** list opens.

6. In the **User Roles** list, edit the user roles assignments as required.

Inception automatically saves user role assignment changes made to a user.

#### **For More Information on...**


- user accounts, refer to the sections “**Create a User Account**” on page 3–11, and “**Delete a User Account**” on page 3–13.
- user roles, refer to the sections “**Create a User Role**” on page 3–2, “**Modify a User Role**” on page 3–3, and “**Delete a User Role**” on page 3–11.
- typical user permissions, refer to the section “**Typical User Role Permissions**” on page 3–4.

## Delete a User Account

You can delete user accounts created in Inception.

- ★ You cannot delete user accounts imported from an LDAP directory server.

#### **To delete a user account**

1. On the **Configuration** window toolbar, click the  **Users** icon.

The **Users** panel opens.

2. Click the **Manage Users** tab.

The **Manage Users** tab opens.

3. In the **Users** list, select the name of the user to delete.

4. Click **Delete**.

A confirmation message opens, asking you if you want to delete the selected user.

5. Click **OK**.

Inception deletes the selected user.

6. After completing your configuration tasks, click **OK** in the lower toolbar to close the **Configuration** panel.

**For More Information on...**

- user accounts, refer to the sections “**Create a User Account**” on page 3–11, and “**Modify a User Account**” on page 3–12.
- user roles, refer to the sections “**Create a User Role**” on page 3–2, “**Modify a User Role**” on page 3–3, and “**Delete a User Role**” on page 3–11.

# Configuring LDAP Authentication

Lightweight Directory Access Protocol (LDAP) is a protocol for accessing and maintaining distributed directory information services over a network. Inception can import data related to user accounts and user roles (groups) from an LDAP directory server. The **Manage Users** and **Manager Roles** tabs lists users and user roles imported from LDAP directory servers alongside user accounts and user roles created in Inception. You cannot alter the properties of imported user accounts and user roles.

Inception configuration settings related to LDAP belong to the following categories, represented by tabs on the Users configuration panel:


- **LDAP Configuration** — Properties related to establishing connectivity with an LDAP directory server.
- **LDAP User Configuration** — Mappings to enable Inception to import user accounts from the LDAP directory server.
- **LDAP Role Configuration** — Mappings to enable Inception to import user roles (groups) from the LDAP directory server.

This chapter discusses the following topics:


- Connect to an LDAP Directory Server
- Map to LDAP User Data
- Map to LDAP Group (Role) Data

## Connect to an LDAP Directory Server

### To connect to an LDAP directory server

1. Log in to your Inception Server as a system administrator.
2. On the main toolbar, click the  **Configuration** icon. If the **Configuration** icon is not visible, you are not an administrator and cannot configure the server.

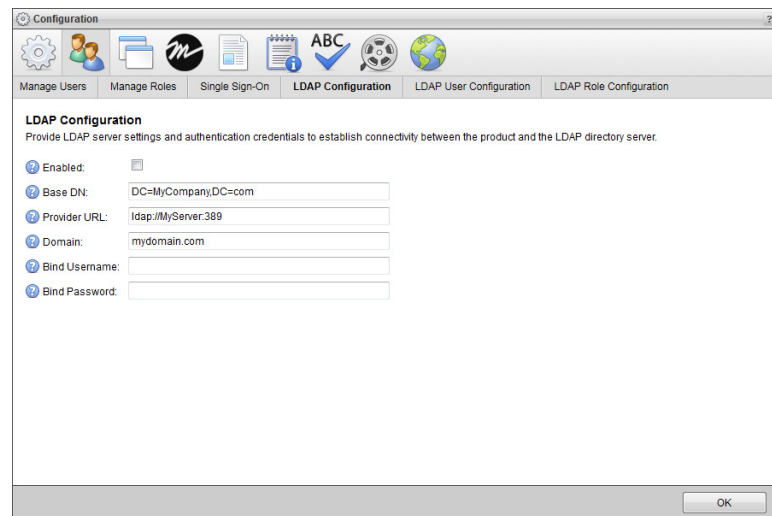
The **Configuration** window opens.

3. On the **Configuration** window toolbar, click the  **Users** icon.

The **Users** panel opens.

4. Click the **LDAP Configuration** tab.

The **LDAP Configuration** tab opens.



5. Select the **Enabled** box to enable LDAP user authentication.

If you clear this box, users are only able to log in to your Inception Server with user accounts created by Inception.

6. In the **Base DN** box, enter the name of the root LDAP node for user data.

**Example:** DC=MyCompany,DC=com

7. In the **Provider URL** box, enter the URL of the LDAP provider, with optional port.

**Example:** ldap://MyServer:389

8. In the **Domain** box, enter the domain name to append to users upon login.

**Example:** rossvideo.com

9. In the **Bind Username** box, enter the distinguished name (DN) used to log in to the directory server.

10. In the **Bind Password** box, enter the password used to log in to the directory server.

### For More Information on...


- LDAP Authentication, refer to the chapter “**Configuring LDAP Authentication**” on page 4–1
- how to import LDAP user account data, refer to the section “**Map to LDAP User Data**” on page 4–3
- how to Import LDAP user role data, refer to the section “**Map to LDAP Group (Role) Data**” on page 4–4



## Map to LDAP User Data

You can synchronize users between an LDAP directory server and the Users table of the Inception Database.

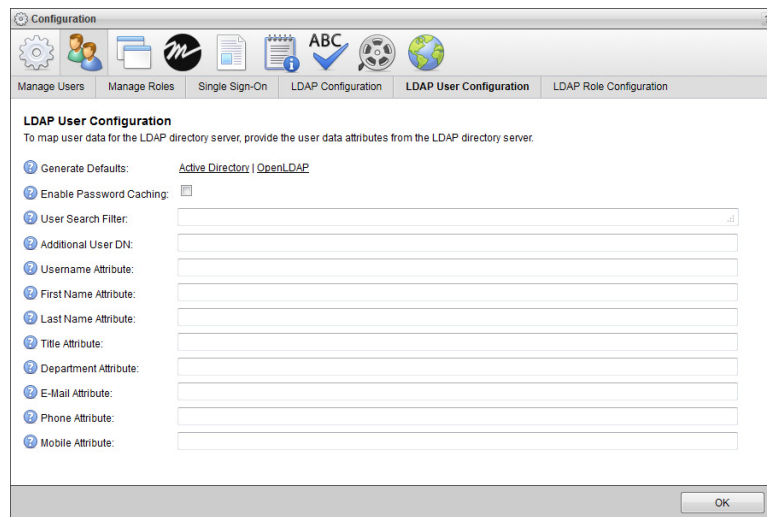
### To map to LDAP user data

1. On the **Configuration** window toolbar, click the  **Users** icon.

The **Users** panel opens.

2. Click the **LDAP User Configuration** tab.

The **LDAP User Configuration** tab opens.



3. To populate the **LDAP User Configuration** tab with editable default values, click one of the following **Generate Defaults** links:

- **Active Directory** — your organization uses Active Directory.
- **OpenLDAP** — your organization uses an OpenLDAP directory server.

4. Select the **Enable Password Caching** check box to cache encrypted user password data on the Inception server and use this data for user authentication when Inception is unable to contact the directory server.
5. In the **User Search Filter** box, enter a valid LDAP query to define the filter that returns a list of potential Inception users.

During LDAP user synchronization, Inception only imports LDAP users who meet the criteria of the LDAP User Search filter into the Inception Database. During LDAP user synchronization, Inception deletes LDAP users imported by previous User Search filter queries from the Inception Database.

6. In the **Additional Group DN** box, enter the distinguished name (DN) of the user to optimize efficiency of the search defined in the **User Search Filter** box.
7. In the **Username Attribute** box, enter the attribute for the user account login on the LDAP directory server.

**Example:** uid or sAMAccountName

8. In the **First Name Attribute** box, enter the attribute for the user first name on the LDAP directory server.

**Example:** givenName

9. In the **Last Name Attribute** box, enter the attribute for the user surname on the LDAP directory server.

**Example:** sn

10. In the **Title Attribute** box, enter the attribute for the user organizational title on the LDAP directory server.

**Example:** title

11. In the **Department Attribute** box, enter the attribute for the user department on the LDAP directory server.

**Example:** department

12. In the **E-Mail Attribute** box, enter the attribute for the user e-mail on the LDAP directory server.

**Example:** mail

13. In the **Phone Attribute** box, enter the attribute for the user telephone number on the LDAP directory server.

**Example:** telephoneNumber

14. In the **Mobile Attribute** box, enter the attribute for the user mobile phone number on the LDAP directory server.

**Example:** mobile


#### For More Information on...

- LDAP Authentication, refer to the chapter “**Configuring LDAP Authentication**” on page 4–1
- how to connect to an LDAP directory server, refer to the section “**Connect to an LDAP Directory Server**” on page 4–2
- how to import LDAP user role data, refer to the section “**Map to LDAP Group (Role) Data**” on page 4–4

## Map to LDAP Group (Role) Data

You can synchronize roles between an LDAP directory server and the Roles table of the Inception Database.

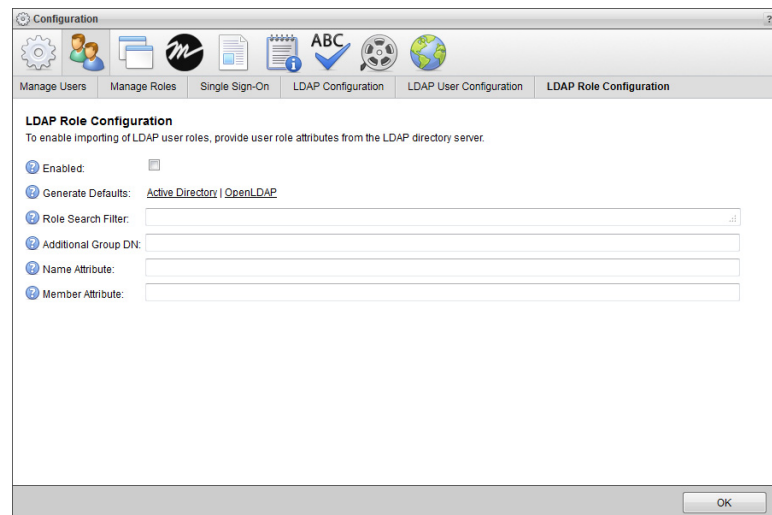
#### To map to LDAP group (role) data

1. On the **Configuration** window toolbar, click the  **Users** icon.

The **Users** panel opens.

2. Click the **LDAP Role Configuration** tab.

The **LDAP Role Configuration** tab opens.



3. To populate the **LDAP Roles Configuration** tab with editable default values, click one of the following **Generate Defaults** links:

- **Active Directory** — your organization uses Active Directory.
- **OpenLDAP** — your organization uses an OpenLDAP directory server.

4. In the **Role Search Filter** box, enter a valid LDAP query to filter group (role) data to limit the list of roles available in Inception.

During LDAP role synchronization, Inception only imports LDAP roles that meet the criteria of the LDAP Role Search filter into the Inception Database. During LDAP role synchronization, Inception deactivates LDAP roles imported by previous Role Search filter queries.

5. In the **Additional Group DN** box, enter the distinguished name (DN) of the group (role) to optimize efficiency of the search defined in the **Role Search Filter** box.
6. In the **Name Attribute** box, enter the attribute for the role name on the LDAP directory server.

**Example:** `cn`

7. In the **Member Attribute** box, enter the user attribute that indicates group (role) membership on the LDAP directory server.

**Example:** `memberOf`

8. After completing your configuration tasks, click **OK** in the lower toolbar to close the **Configuration** panel.

**For More Information on...**

- LDAP Authentication, refer to the chapter “**Configuring LDAP Authentication**” on page 4-1
- how to connect to an LDAP directory server, refer to the section “**Connect to an LDAP Directory Server**” on page 4-2
- how to import LDAP user account data, refer to the section “**Map to LDAP User Data**” on page 4-3



# Managing Perspectives

A user perspective is a customized view of the Inception user interface. It is a mapping of Inception panel types to positions in the user interface layout. Perspectives also save the columns displayed in the Running Order, Playlist, and Social Polls panels

For example, you can create a perspective that includes a Facebook feed in the left column, a playlist in the top middle, and a Twitter feed in the right column. When you later use this perspective, any Facebook feeds you open display in the left column. Playlists open in the middle. Twitter feeds open in the right column.

Perspectives are especially useful for people who perform many different tasks in Inception. For example, a producer may create one perspective for working with running orders and the story editor panel, and another perspective for working with playlists and feeds.

Perspectives can include any or all panel types:

- Running Orders (Including panel columns)
- Playlists (Including panel columns)
- Feeds (Facebook, Flickr, Instagram, Mass Relevance, RSS, Twitter, and Wire)
- Story Editor
- My Stories
- Task Schedule
- Approval Manager
- Video Player
- Social Polls (Including panel columns)
- Social Polls Editor

All Inception users can create perspectives for their own use. Inception administrators can also create global perspectives available to all users.


- ★ Panels may not always open exactly where you expect. As you open and close panels, Inception adjusts the layout to optimize use of the available space. For example, if the current perspective includes a Facebook feed in the left column and you use it to open only a Facebook feed, the Facebook feed occupies all the available space. As you open more panel types, Inception adjusts the layout to conform with the perspective.
- ★ Perspectives are not available on mobile devices.

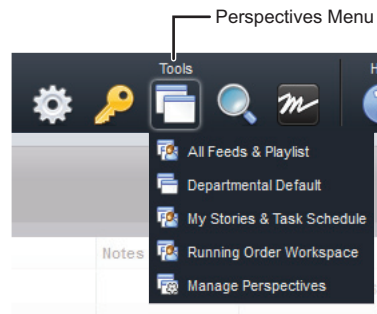
This chapter discusses the following topics:

- Create a New Perspective
- Open a Saved Perspective
- Rename a Perspective
- Change the Layout of a Perspective
- Revert a Perspective to the Default Layout
- Make a User Perspective Global
- Delete a Perspective

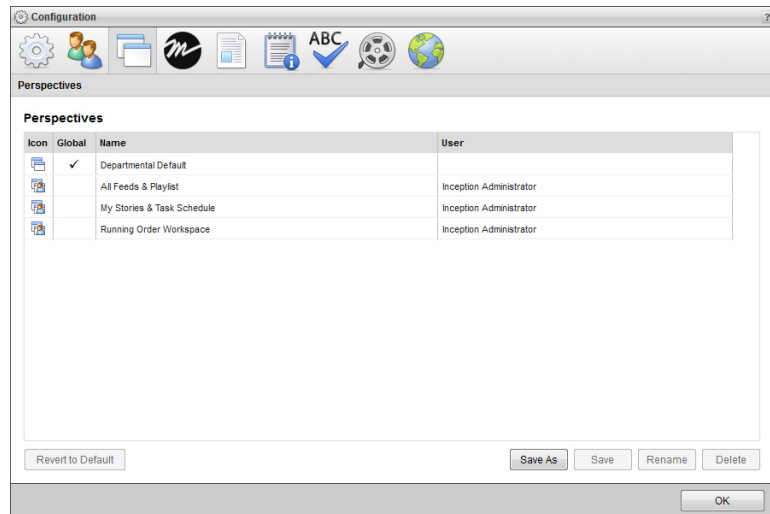
## Create a New Perspective

### To create a new perspective for your own use

1. Log in to your Inception Server as a system administrator.
2. Open one of each type of panel you want to include in the new perspective.
3. Rearrange the panels to the positions you want them to occupy in the perspective.  
For more information about repositioning panels, refer to the *Inception User Guide*.
4. In **Running Order**, **Playlist**, and **Social Polls** panels, display the panel columns to include in the perspective.  
For more information about displaying panel columns, refer to the *Inception User Guide*.
5. On the main toolbar, point to the  **Perspectives** icon.  
A list of saved perspectives opens.

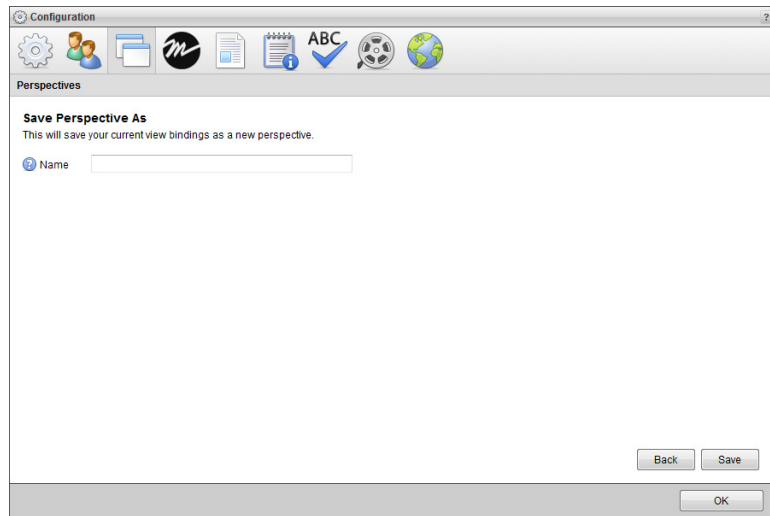


6. In the list, click **Manage Perspectives**.  
The **Configuration** window opens, showing the **Perspectives** tab.



7. Click **Save As**.

The **Save Perspective As** page opens.



8. In the **Name** box, enter a name for the new perspective.


9. Click **Save**.

The **Save Perspective As** page closes and Inception adds the new perspective to the **Perspectives** list.

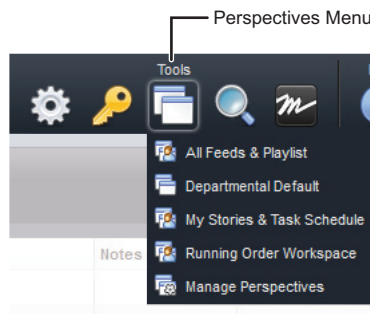
10. Click **OK** to close the **Configuration** window.

## Open a Saved Perspective

### To open a saved perspective

1. On the main toolbar, point to the  **Perspectives** icon.

A list of saved perspectives opens. The last item on the list, **Manage Perspectives**, is not a perspective.




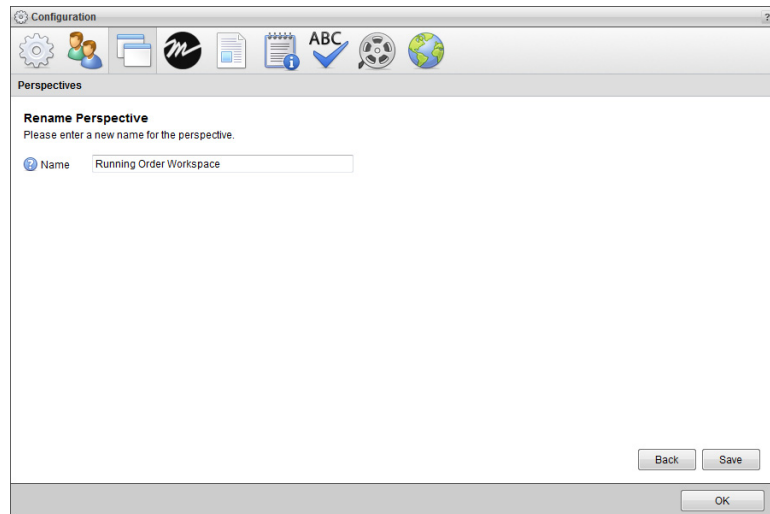
2. In the list, click the perspective to open.

Inception repositions the open panels to conform to the layout in the selected perspective.

## Rename a Perspective

### To rename a perspective


1. On the main toolbar, use the  **Perspectives** icon to select **Manage Perspectives** from the list.  
The **Configuration** window opens, showing the **Perspectives** tab.
2. In the **Perspectives** list, select the perspective to rename.
3. Click **Rename**.  
The **Rename Perspective** page opens.



4. In the **Name** box, enter a new name for the selected perspective.
5. Click **Save**.  
The name of the perspective updates in the **Perspectives** list.
6. Click **OK** to close the **Configuration** window.

## Change the Layout of a Perspective

### To change the layout of a perspective

1. Rearrange the panels in a perspective to form the new layout for the perspective.
2. In **Running Order**, **Playlist**, and **Social Polls** panels, display the panel columns to include in the perspective.
3. On the main toolbar, use the  **Perspectives** icon to select **Manage Perspectives** from the list.  
The **Configuration** window opens, showing the **Perspectives** tab.
4. In the **Perspective** list, select the perspective for the new panel layout.
5. Click **Save**.  
A confirmation message opens, asking whether you want to overwrite the perspective.
6. In the confirmation message, click **OK**.  
The confirmation message closes and Inception saves the set panel layout is with the selected perspective.
7. Click **OK** to close the **Configuration** window.



## Revert a Perspective to the Default Layout

When you first use Inception, it opens certain types of panels in certain panel positions by default. Inception continues to use the default layout until you move a panels or open a saved perspective.

You can revert a saved perspective to Inception’s default layout. This is useful if you want to make the default layout permanently available as a perspective, or if you want to use it as a starting point for creating a new customized perspective. When a user reverts to the default layout Inception also reverts the columns displayed in the Running Order, Playlist, and Social Polls panels to their default columns.

The following illustration describes the default layout.



Figure 5.1 Default Panel Layout

Default layout positions are as follows:

- Grid-based panels open in the top middle box. These include running orders, playlists, the My Stories panel, the Task Schedule panel, and the Approval Manager panel.
- Editor panels, such as the story editor, open in the bottom left box.
- The Video Player panel, which previews pictures and video, opens in the bottom right box.
- Feed-based panels open in the right column.

By default, Inception does not occupy all eight positions with a panel. Inception does optimize a layout by expanding open panels to fill all available space. When you use the default layout and open instances of every type of panel, panels display as follows:

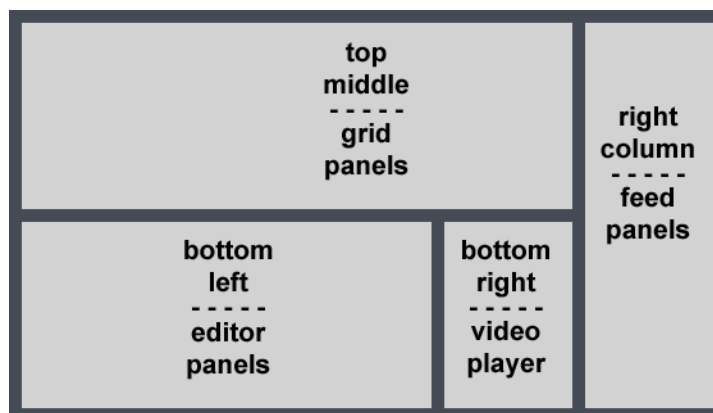



Figure 5.2 Actual Layout with all Panel Types Open



### To revert a perspective to the default layout

1. On the main toolbar, use the  **Perspectives** icon to select **Manage Perspectives** from the list.  
The **Configuration** window opens, showing the **Perspectives** tab.
2. In the **Perspective** list, select the perspective to apply the default layout.
3. Click or tap **Revert to Default**.  
A confirmation message opens, asking whether you want to revert the perspective to the default layout.
- ★ There is no undo for this change. When you revert to the default layout Inception also reverts the columns displayed in the Running Order, Playlist, and Social Polls panels to their default columns. Click or tap **Cancel** to keep the current perspective layout.
4. In the confirmation message, click or tap **OK**.  
The confirmation message closes and Inception saves the default panel layout with the selected perspective.
5. Click **OK** to close the **Configuration** window.


## Make a User Perspective Global

A user-specific perspective is only available to the Inception user who created it. Global perspectives are available to all Inception Server users. If you are an Inception administrator, you can make a user-specific perspective global.

### To make a user-specific perspective global

1. Log in to Inception as an administrator.  
Only administrators can make a perspective available to all users.
2. On the main toolbar, use the  **Perspectives** icon to select **Manage Perspectives** from the list.  
The **Configuration** window opens, showing the **Perspectives** tab.
3. In the **Perspectives** list, select the user-specific perspective to make available to all users.  
Perspectives that do not have a check mark in the **Global** column of the **Perspectives** list are user-specific and only available to the users that created them. A check mark in the **Global** column of the **Perspectives** list indicates that a perspective is global and available to all users.
4. Click **Set as Global**. This option is only available to Inception administrators.  
A check mark displays in the **Global** column of the selected perspective, which indicates that all users now have access the perspective from the  **Perspectives** icon.
5. Click **OK** to close the **Configuration** window.


### To make a global perspective user-specific

1. As an administrator, use the  **Perspectives** icon to select **Manage Perspectives** from the list.  
The **Configuration** window opens, showing the **Perspectives** tab.
2. In the **Perspectives** list, select the global perspective to make user-specific.  
A check mark in the **Global** column of the **Perspectives** list indicates that a perspective is global and available to all users. Perspectives that do not have a check mark are user-specific.
3. Click **Set as User**. This option is only available to Inception administrators.  
Inception removes the check mark from the **Global** column of the selected perspective, which indicates that only the user who created the perspective can use it.
4. Click **OK** to close the **Configuration** window.

## Delete a Perspective

Inception users can only delete perspectives that they created. You must log in to Inception as an administrator to delete global perspectives.

### To delete a perspective

1. On the main toolbar, use the  **Perspectives** icon to select **Manage Perspectives** from the list.  
The **Configuration** window opens, showing the **Perspectives** tab.
2. In the **Perspectives** list, select the perspective to delete.
3. Click or tap **Delete**.  
A confirmation message opens, asking whether you want to delete the perspective. Click or tap **Cancel** to keep the perspective.
4. In the confirmation message, click **OK**.  
Inception deletes the selected perspective from the **Perspectives** list.
5. Click **OK** to close the **Configuration** window.



# Configuring MOS Connections

Inception uses the Media Object Server (MOS) protocol to connect with Newsroom Computer System (NCS) systems and MOS media devices in the following ways:

- **Uplink** — Inception uses MOS to import rundowns from an NCS and make the rundowns available in Inception as running orders.
- **Devices** — When using Inception as a NCS, Inception uses MOS to enable journalists to see, use, and control MOS devices inside of a Broadcast story
- **NCS** — When using Inception as a NCS, Inception uses MOS to publish running orders to MOS devices.

This chapter discusses the following topics:


- Add MOS Media Devices
- Manage Available MOS Media Devices
- Use Inception as Your NCS
- Connect Inception Social with an NCS
- Configure Single Sign-On for Inception and Streamline

## Add MOS Media Devices

When you use Inception as a NCS, Inception uses MOS to enable journalists to see, use, and control MOS media devices inside of a Broadcast story. Journalists use a plugin associated with a MOS device to insert and control the device in a Broadcast story.

- ★ You require an NCS license for your Inception Server to access the **Devices** tab and add MOS devices to your server. Please contact Ross Video to purchase an NCS license for your Inception Server.

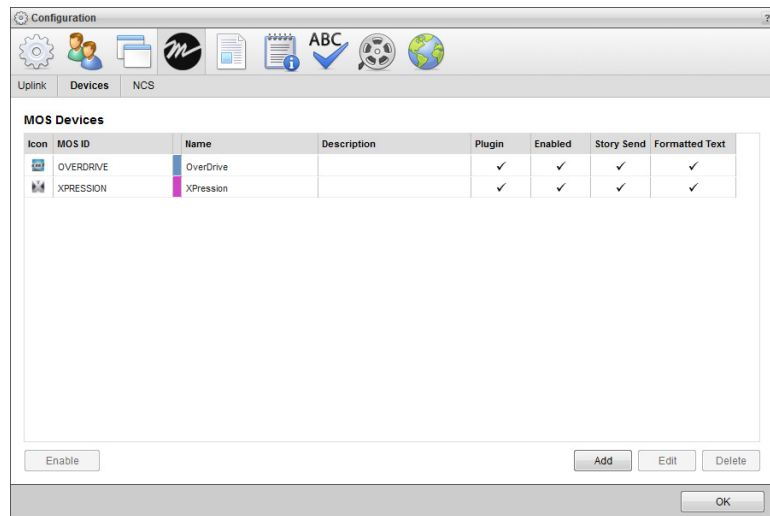
### To add a new MOS media device to Inception

1. On the **Configuration** window toolbar, click the  **MOS** icon.

The **MOS** panel opens.

2. Click the **Devices** tab. If the **Devices** tab is not visible, you do not have an NCS license for your Inception Server and you cannot add MOS devices to your the server.

The **Devices** tab opens.



3. Click **Add**.

The **Create MOS Device** page opens and displays the **Device Settings** section for the new MOS device.

4. Use the **Device** list to select the MOS device. If your MOS device is not included in the **Device** list, select **Uncertified Device**.

The **Device Settings** section updates with setting values for the selected MOS device.

5. In the **MOS ID** box, enter the MOS ID of the MOS device.
6. In the **MOS ID Mask** box, enter a pattern of characters and the \* wild card to match the MOS ID of one or more MOS devices of the same type in different locations. The \* wild card matches zero or more characters in a MOS ID. Leave this box blank for devices that do not support MOS redirection.

Profile 6 of the MOS Protocol recommends using the following naming convention for MOS IDs for MOS redirection:

**<family>.<machine>.<location>.<enterprise>.mos**

MOS redirection example,

MOS Device 1	MOS Device 2
<ul style="list-style-type: none"><li>• <b>MOS ID:</b> <code>Ross.CG.Ottawa.CBC.mos</code></li><li>• <b>MOS ID Mask:</b> <code>Ross.CG.*.CBC.mos</code></li></ul>	<ul style="list-style-type: none"><li>• <b>MOS ID:</b> <code>GV.CMS.Ottawa.CBC.mos</code></li><li>• <b>MOS ID Mask:</b> none</li></ul>
<ul style="list-style-type: none"><li>• The <b>Device 1</b> MOS plugin opens for MOS objects with the MOS ID <code>Ross.CG.Ott.CBC.mos</code>.</li><li>• The <b>Device 1</b> MOS plugin opens for MOS objects with the MOS ID <code>Ross.CG.Van.CBC.mos</code>.</li><li>• The <b>Device 2</b> MOS plugin opens for MOS objects with the MOS ID <code>Ross.CMS.Ott.CBC.mos</code>.</li><li>• A MOS plugin does not open for MOS objects with the MOS ID <code>Ross.CMS.Van.CBC.mos</code>.</li></ul>	

7. In the **Host** box, enter the hostname or IP address of the MOS device.
8. Use the **MOS Version** list to select the version of the MOS protocol used by the MOS device.
9. In the **Name** box, enter a name for the MOS device.
10. In the **Description**, enter a description for the MOS device.
11. Select the **Enable** check box to enable the MOS device.

You can create any number of MOS devices in Inception, but the number of channels that you can enable for MOS devices at one time is limited by the terms of your Inception license. Clear this check box to disable the MOS device and release a channel.

12. Click **Next**.

The next page opens and displays the **MOS Plugin** section for the new MOS device.

13. If you selected **Other Device** from the **Device** list, use the **Plugin** list to select the type of plugin used by your MOS device.
14. When your selected MOS device uses an **ActiveX Plugin**, do the following:
  - a. If you selected **Other Device** from the **Device** list, enter the Class ID of the ActiveX plugin used by your MOS device in the **Class ID** box.
  - b. In the **Parameters** box, enter the parameter settings for the ActiveX plugin.
  - c. Select the **Use Proxy** check box to open the ActiveX plugin in the Inception Story Editor panel. Clear this check box to open the ActiveX plugin in a web browser window.
15. When your selected MOS device uses a **Web Plugin**, do the following:
  - In the **URL** box, enter the URL with which to access the MOS device web plugin.
  - Select the **Use Single Sign-On** check box to enable users with matching logins on Inception and MOS device systems to automatically log in to MOS device when they use the MOS device web plugin with Inception.
16. Click **Next**.

The next page opens and displays the **Appearance** and the **MOS Settings** sections for the new MOS device.


17. In the **Appearance** section, use the **Icon** list to select an icon to identify the MOS device.  
If the icons in the list are not appropriate for your MOS device, do the following:
  - a. Use the **Icon** list to select **Upload an Icon**.  
Inception displays a **Browse** button.
  - b. Click **Browse**.  
The **File Upload** dialog box opens.
  - c. Use the **File Upload** dialog box to select the image file to use as the icon for your MOS Device.
  - d. Click **Open**.  
Inception adds the image contained in the selected image file to the **Icon** list as the **Uploaded Icon** option, and automatically selects the uploaded image as the icon for your MOS device. You can only upload one image to the **Icon** list at a time. Uploading another image to the **Icon** list replaces the current uploaded image with the new image.
18. Click the **Background** color square to use a color picker to select the background color that Inception uses to display the MOS device in a Broadcast story.  
As you click in the color picker, the box to the right of the color square displays the HTML color code of the selected color. You can also enter an HTML color code in the box to the right of the color square. As you enter an HTML color code, the color square displays the color of the entered code.
19. Click the **Foreground** color square to use a color picker to select the text color that Inception uses to display the MOS device in a Broadcast story.  
As you click in the color picker, the box to the right of the color square displays the HTML color code of the selected color. You can also enter an HTML color code in the box to the right of the color square. As you enter an HTML color code, the color square displays the color of the entered code.
20. In the **MOS Settings** section, select the **Enable Story Send** check box to send story text and MOS items in a Broadcast story to the MOS device.
21. Select the **Send Formatted Text** check box to include HTML markup with story text sent to the MOS device.  
For MOS devices that do not use HTML formatting, clear this check box to not send HTML markup with the story text.
22. Select the **Enable Object Browsing** check box to use the **MOS Objects** panel to add MOS objects from the MOS device to a Broadcast story.  
To make the **MOS Objects** panel available in Inception, you must select this option for at least one MOS device.
23. In the **Synchronization Interval** box, enter the amount of time for the delay parameter in the mosReqAll message that Inception sends to a MOS device to request a list of MOS objects from the device. The time unit for this setting depends on the MOS device. For more information about the mosReqAll message, refer to the section “**3.2.1 mosReqAll - Request All Object Data from MOS**” in the MOS Protocol.
24. Select the **Enable Placeholders** check box to enable users to add placeholders to Broadcast stories for MOS objects that do not yet exist on the MOS device.  
Inception exchanges the placeholder with the requested MOS object when the MOS object is created on the MOS device.
25. Select the **Require Item Status** check box for MOS devices that send RO Element Status messages to display the status of the MOS device in the **MOS Status** and **MOS Device** columns of the table in the **Running Order** panel.  
Clear this check box for MOS devices that do not send RO Element Status messages to stop the display of the default **Not Ready** status in the **MOS Status** and **MOS Device** columns of the table in the **Running Order** panel.




26. Select the **Enable Timing Control** to allow the MOS device to take the next or previous story in a running order on air during running order payout.
27. Click **Save**.

Inception adds the new MOS device to the **MOS Devices** list.

#### To edit a MOS media device

1. On the **Configuration** window toolbar, click the  **MOS** icon.  
The **MOS** panel opens.
2. Click the **Devices** tab.  
The **Devices** tab opens.
3. In the **MOS Devices** list, select the MOS device to edit.
4. Click **Edit**.  
The **Edit MOS Device** page opens and displays the **Device Settings** section for the selected MOS device.
5. Edit settings in the **Device Settings** section as required.
6. Click **Next**.  
The next page opens and displays the **MOS Plugin** and the **Web Plugin** or **ActiveX Plugin** sections for the selected MOS device.
7. Edit settings in the **MOS Plugin** and the **Web Plugin** or **ActiveX Plugin** sections as required.
8. Click **Next**.  
The next page opens and displays the **Appearance** and the **MOS Settings** sections for the selected MOS device.
9. Edit settings in the **Appearance** and the **MOS Settings** sections as required.
10. After completing the required MOS device setting edits, click **Save**.

#### To delete a MOS media device


1. On the **Configuration** window toolbar, click the  **MOS** icon.  
The **MOS** panel opens.
2. Click the **Devices** tab.  
The **Devices** tab opens.
3. In the **MOS Devices** list, select the MOS device to delete.
4. Click **Delete**.  
A confirmation message opens, asking whether you want to delete the selected MOS device. To keep a MOS device, click **Cancel**.
5. In the confirmation message, click **OK**.  
Inception deletes the selected MOS device from the **MOS Devices** list. Deleting a MOS device does not delete existing MOS devices from Broadcast stories.
6. Click **OK** to close the **Configuration** window.

## Manage Available MOS Media Devices


You can create any number of MOS devices for your Inception Server, but the terms of your Inception license limits the number of channels that you can enable for MOS devices at one time. You can enable or disable the MOS devices on your Inception Server match the requires of your users and the terms of your Inception license.

★ You require an NCS license for your Inception Server to access the **Devices** tab and manage MOS devices on your server. Please contact Ross Video to purchase an NCS license for your Inception Server.

### To enable or disable a MOS media device

1. On the main toolbar, click the  **Configuration** icon. If the **Configuration** icon is not visible, you are not an administrator and cannot configure the server.

The **Configuration** window opens.

2. On the **Configuration** window toolbar, click the  **MOS** icon.

The **MOS** panel opens.

3. Click the **Devices** tab. If the **Devices** tab is not visible, you do not have an NCS license for your Inception Server and you cannot manage MOS devices on your the server.

The **Devices** tab opens.

4. In the **MOS Devices** list, select the MOS device to enable or disable.

Depending on the state of the selected MOS device, Inception displays either the **Enable** or **Disable** button below the **MOS Devices** list.

5. Do one of the following to control the availability of the selected MOS device on your Inception Server:

- **Enabled Devices** — if the selected MOS device is currently enabled, click **Disable**.

Inception frees the channel used by the disabled MOS device, but the disabled MOS device is no longer available to users to insert into Broadcast stories.

- **Disabled Devices** — if the selected MOS device is currently disabled, click **Enable**.

Inception enables the selected MOS device and makes it available to users to insert into Broadcast stories.


6. Click **OK** to close the **Configuration** window.

## Use Inception as Your NCS


When you want to use your Inception Server as a NCS to publish running orders to MOS media devices, you need to set an NCS ID for your Inception Server.

★ You require an NCS license for your Inception Server to access the **NCS** tab and set an NCS ID for your server. Please contact Ross Video to purchase an NCS license for your Inception Server.

### To set an NCS ID for your Inception Server

1. On the main toolbar, click the  **Configuration** icon. If the **Configuration** icon is not visible, you are not an administrator and cannot configure the server.

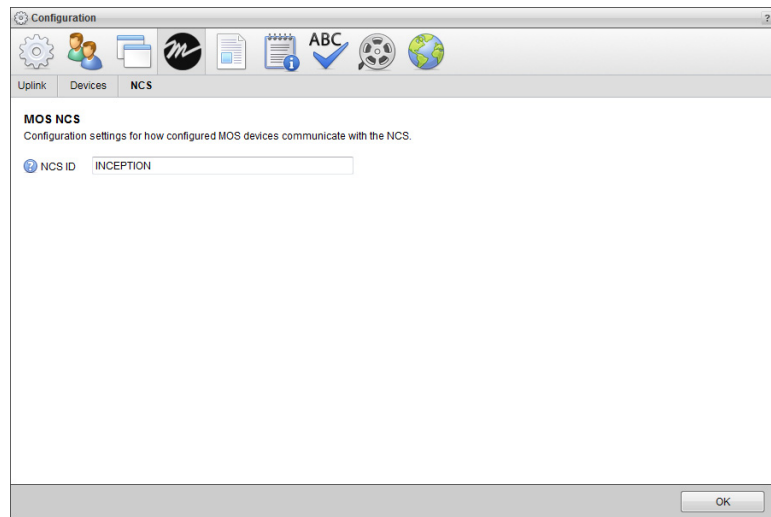
The **Configuration** window opens.

2. On the **Configuration** window toolbar, click the  **MOS** icon.

The **MOS** panel opens.

3. Click the **NCS** tab. If the **NCS** tab is not visible, you do not have an NCS license for your Inception Server and you cannot manage MOS devices on your the server.

The **NCS** tab opens.



4. In the **NCS ID** box, enter the NCS ID for your Inception NCS.

★ The NCS ID that you set for your Inception NCS must be different than the MOS ID set in the Uplink tab.

On a MOS device that you want to ingest running orders published by the Inception NCS, enter the following information:

- NCS ID set for the Inception NCS
- Hostname or IP address of the Inception Server


5. Click **OK** to close the **Configuration** window.

## Connect Inception Social with an NCS


You can configure a Media Object Server (MOS) protocol connection between Inception Social and a Newsroom Computer System (NCS). After establishing a MOS connection, Inception Social imports NCS rundowns and makes them available in Inception Social as running orders. If you establish a MOS connection to an iNEWS NCS, you can play out an Inception Social running order in lock-step with the broadcast of the associated NCS rundown.

You can also control playout of the Inception Social running order using OverDrive. For more information, refer to the chapter “**Configuring OverDrive Integration**” on page 11–1.

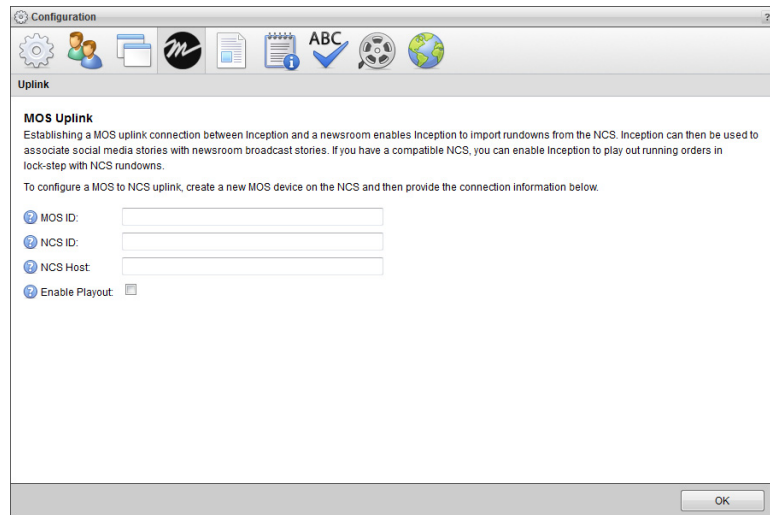
### To configure a MOS connection between Inception Social and an NCS

1. In your NCS, create a MOS device.
2. Record the MOS device identifier (MOS ID) of your new device.
3. Log in to your Inception Social Server as a system administrator.
4. On the main toolbar, click the  **Configuration** icon. If the **Configuration** icon is not visible, you are not an administrator and cannot configure the server.

The **Configuration** window opens.

5. On the **Configuration** window toolbar, click the  **MOS** icon.

The **Uplink** tab of the **MOS** panel opens.



★ The **Uplink** tab is only available in Inception Social.

6. In the **MOS ID** box, enter the MOS ID of the MOS device you created on your NCS.
7. In the **NCS ID** box, enter the NCS ID of your newsroom.
8. In the **NCS Host** box, enter the host or IP address of the newsroom or NCS gateway.
9. If your organization uses an iNEWS NCS, select the **Enable Playout** check box to enable iNEWS to control the playout of Inception running orders that you based on an NCS rundown.

★ This option only works with an iNEWS NCS.

10. After completing your configuration tasks, click **OK** in the lower toolbar to close the **Configuration** panel.

## Configure Single Sign-On for Inception and Streamline

Single sign-on enables Inception users to automatically log in to the Streamline asset manager when they open Streamline as a MOS plugin to Inception. Configuring single sign-on between an Inception Server and a Streamline system involves the following:

- “**Verify Matching Inception and Streamline Users**” on page 6–8
- “**Add a Single Sign-On Trust Relationship to Both Servers**” on page 6–9
- “**Create a Streamline MOS device on the Inception Server**” on page 6–10

### Verify Matching Inception and Streamline Users

Log in to the Inception Server and Streamline system to verify that the Inception user that uses the Streamline plugin also exists on the Streamline system. Users can be manually created or added through LDAP on the Inception Server and the Streamline system.

#### For More Information on...


- manually creating user accounts on an Inception Server, refer to the section “**Create a User Account**” on page 3–11.
- using LDAP to add user accounts to an Inception Server, refer to the chapter, “**Configuring LDAP Authentication**” on page 4–1.
- adding user accounts to Streamline, refer to the *Streamline Configuration Guide* or **Online Help** system.

## Add a Single Sign-On Trust Relationship to Both Servers


Single sign-on requires a trust relationships be added to both the Inception Server and the Streamline system. On the Inception server you need to add a single sign-on trust relationship with the Streamline system. On the Streamline system you need to add a single sign-on trust relationship with the Inception Server.

### Inception Server

#### To add a single sign-on trust relationship with the Streamline system

1. Log in to your Inception Server as a system administrator.
2. On the main toolbar, click the  **Configuration** icon. If the **Configuration** icon is not visible, you are not an administrator and cannot configure the server.

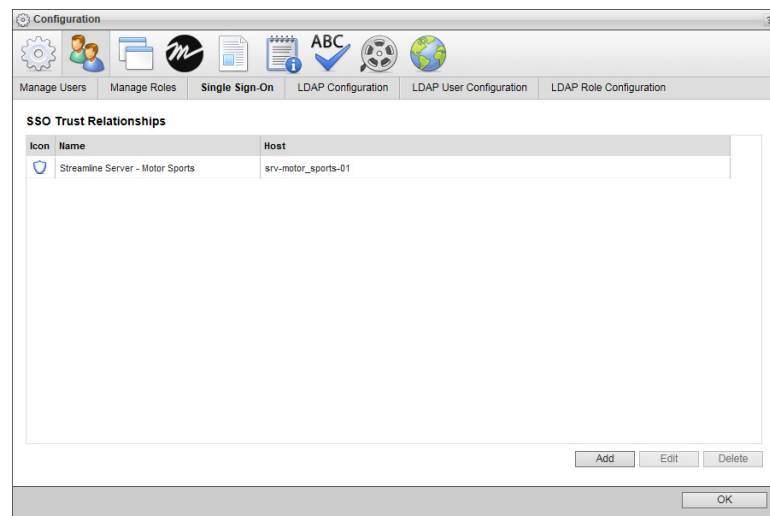
The **Configuration** window opens.

3. On the In **Configuration** window toolbar, click the  **Users** icon.

The **Users** panel opens.

4. Click the **Single Sign-On** tab.

The **Single Sign-On** tab opens.



5. Click **Add**.

The **Create SSO Trust Relationship** page opens

6. In the **System Name** box, enter a name for the Streamline system to trust.
7. In the **Trusted Host** box, enter the hostname or IP address of the Streamline system to trust.
8. Click **Save**.


The **Save Perspective As** page closes and Inception adds the new perspective to the **Perspectives** list.

9. In the bottom toolbar, click **OK**.


The **Configuration** window closes.

## Streamline System

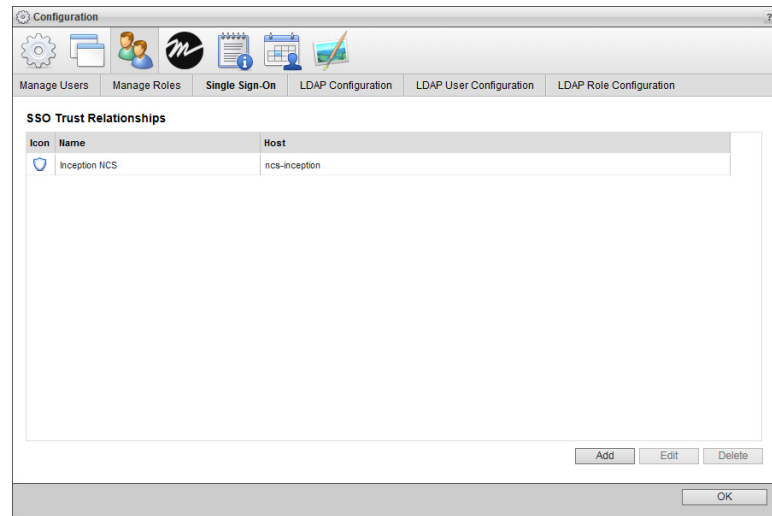
### To add a single sign-on trust relationship with the Inception Server

1. Log in to your Streamline system as a system administrator.
2. On the main toolbar, click the  **Configuration** icon. If the **Configuration** icon is not visible, you are not an administrator and cannot configure the server.

The **Configuration** window opens.

3. On the In **Configuration** window toolbar, click the  **Users** icon.
4. Click the **Single Sign-On** tab.

The **Single Sign-On** tab opens.



5. Click **Add**.
6. In the **System Name** box, enter a name for the Inception Server to trust.
7. In the **Trusted Host** box, enter the hostname or IP address of the Inception Server to trust.
8. Click **Save**.

The **Save Perspective As** page closes and Inception adds the new perspective to the **Perspectives** list.

9. In the bottom toolbar, click **OK**.


The **Configuration** window closes.

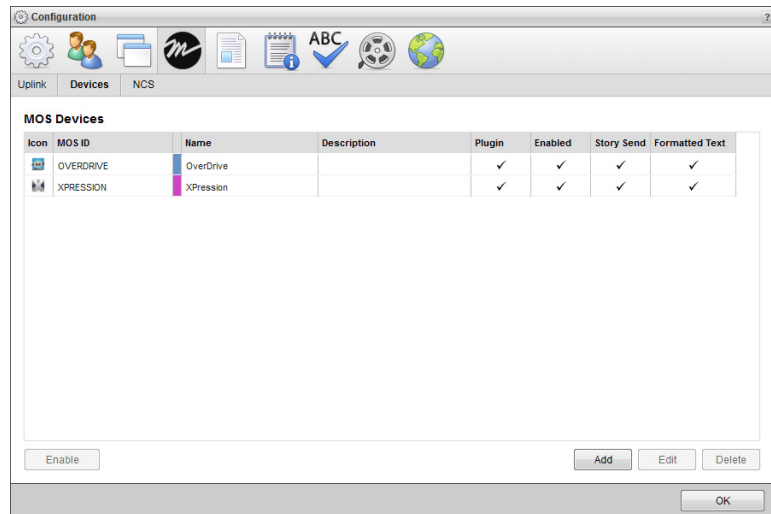
10. Exit from the Streamline system.

### Create a Streamline MOS device on the Inception Server

After configuring matching users and trust relationships on both servers for single sign-on, create a Streamline MOS device that uses single sign-on to complete single sign-on configuration. With single sign-on configured, Inception users can open Streamline in Inception without having to enter login credentials for Streamline.

## To add a Streamline MOS device to Inception

1. On the Inception Server, click the  **MOS** icon in the **Configuration** window toolbar.  
The **MOS** panel opens.
2. Click the **Devices** tab. If the **Devices** tab is not visible, you do not have an NCS license for your Inception Server and you cannot add MOS devices to your the server.  
The **Devices** tab opens.



3. Click **Add**.  
The **Create MOS Device** page opens and displays the **Device Settings** section for a new MOS device.
4. Use the **Device** list to select **Streamline**.  
Inception updates the **Device Settings** section with default MOS device settings for a Streamline system.
5. In the **MOS ID** box, enter the MOS ID of the Streamline system.
6. In the **Host** box, enter the hostname or IP address of the Streamline.
7. In the **Description**, enter a description for the Streamline MOS device.
8. Click **Next**.  
The next page opens and displays the **MOS Plugin** and the **Web Plugin** sections for the Streamline MOS device.
9. In the **Web Plugin** section, select the User Single Sign-On check box.
10. Click **Next**.  
The next page opens and displays the **Appearance** and the **MOS Settings** sections for the Streamline MOS device.
11. Click **Save**.  
Inception adds the new Streamline MOS device to the **MOS Devices** list.

## Manage Single Sign-On Trust Relationships

Managing the single sign-on relationships between the current Inception Server and Streamline systems includes the following procedures:

- Edit Single Sign-On Trust Relationship Properties
- Delete Single Sign-On Trust Relationships

### Edit Single Sign-On Trust Relationship Properties

To maintain system security, ensure that the hostname or IP address of the Streamline system in a single sign-on trust relationship is entered correctly and kept up to date.

#### To edit the properties of a single sign-on trust relationship

1. From the **SSO Trust Relationships** table in the **Single Sign-On** tab of the **Users** panel, select the single sign-on trust relationship to edit.
2. Click **Edit**.  
The **Edit SSO Trust Relationship** page opens.
3. In the **Edit SSO Trust Relationship** page, edit the single sign-on trust relationship properties as required.
4. Click **Save**.

Inception updates the single sign-on trust relationship and returns to the **SSO Trust Relationships** page.

### Delete Single Sign-On Trust Relationships

Deleting out of date single sign-on trust relationships from an current Inception Server helps maintain system security.

#### To delete a single sign-on trust relationship

1. From the **SSO Trust Relationships** table in the **Single Sign-On** tab of the **Users** panel, select the single sign-on trust relationship to delete.
2. Click **Delete**.  
A confirmation message opens, asking whether you want to delete the selected single sign-on trust relationship. To keep the single sign-on trust relationship, click **Cancel**.
3. In the confirmation message, click **OK**.

Inception deletes the selected single sign-on trust relationship from the current Inception Server.



# Configuring Editorial Properties

Inception uses editorial properties to configure or set production cues, timing read rates, anchor read rates, text capitalization, blacklisted words, and assignment manager communication. Use the Editorial panel to configure or set editorial properties.


This chapter discusses the following topics:

- Define Production Cues
- Set Global Timing
- Define Anchors
- Configure Assignment Manager Communication
- Define Assignment Color Schemes


## Define Production Cues

Inception contains a number of default production cues that users can quickly insert into a Broadcast story by selecting the required production cue from a list. You can edit the default production cues or add new production cues to meet your requirements.

### To add a new production cue for Broadcast stories

1. Log in to your Inception server as a system administrator.
2. On the main toolbar, click the  **Configuration** icon. If the **Configuration** icon is not visible, you are not an administrator and cannot configure the server.

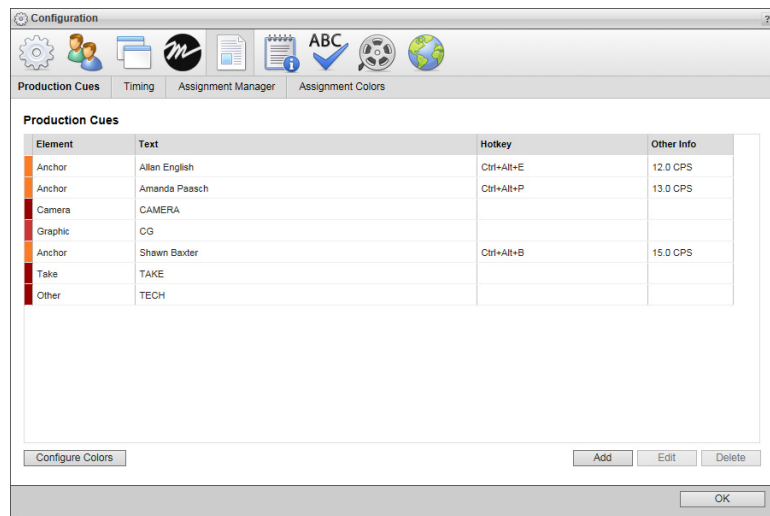
The **Configuration** window opens.

3. On the **Configuration** window toolbar, click the  **Editorial** icon.

The **Editorial** panel opens.


4. Click the **Production Cues** tab.

The **Production Cues** tab opens.




5. Click **Add**.  
The **Create Production Cue** page opens.
  6. Use the **Element** list to select the production element to associate with the new production cue.  
The selected production element classifies the production cue and sets the color of the production cue in a Broadcast story.
  7. In the **Text** box, enter the text for the production cue to display in a Broadcast story.  
The story word count does not include production cue text.
  8. Use the **Hotkey** list to select the key combination to insert the production cue into a Broadcast story.  
Key combinations selected for other production cue are grayed out and not available for the current production cue.
- ★ All hotkey combinations must start with the ALT key and cannot be the same as reserved hotkeys.
9. Click **Save**.  
Inception adds the new production cue to the **Production Cues** list.

### To edit a production cue

1. On the **Configuration** window toolbar, click the  **Editorial** icon.  
The **Editorial** panel opens.
2. Click the **Production Cues** tab.  
The **Production Cues** tab opens.
3. In the **Production Cues** list, select the production cue to edit.
4. Click **Edit**.  
The **Edit Production Cue** page opens.
5. Edit production cue settings as required.
6. After completing the required production cue setting edits, click **Save**.


### To delete a production cue

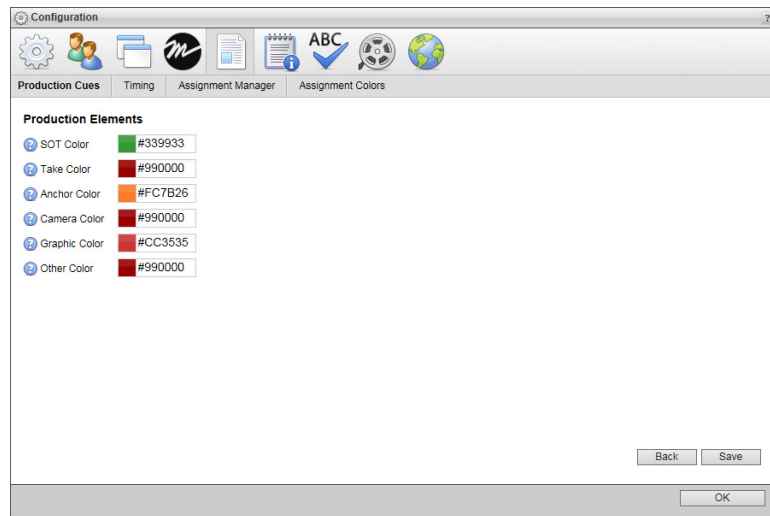
1. On the **Configuration** window toolbar, click the  **Editorial** icon.  
The **Editorial** panel opens.
2. Click the **Production Cues** tab.  
The **Production Cues** tab opens.
3. In the **Production Cues** list, select the production cue to delete.
4. Click **Delete**.  
A confirmation message opens, asking whether you want to delete the selected production cue. To keep the production cue, click **Cancel**.
5. In the confirmation message, click **OK**.  
Inception deletes the selected production cue from the **Production Cues** list. Deleting a production cue does not delete existing production cues from Broadcast stories.

## Configure Colors

Inception uses the color of the production element associated with a production to display the production cue in a Broadcast story. To change the color of a production cue, change the color of the production element associated with the production cue. Changing the color of a production element also changes the color of existing production cues associated with the changed production element.

## To change the color of production elements

1. On the **Configuration** window toolbar, click the  **Editorial** icon.  
The **Editorial** panel opens.
2. Click the **Production Cues** tab.  
The **Production Cues** tab opens.
3. Click **Configure Colors**.  
The **Production Elements** page opens.




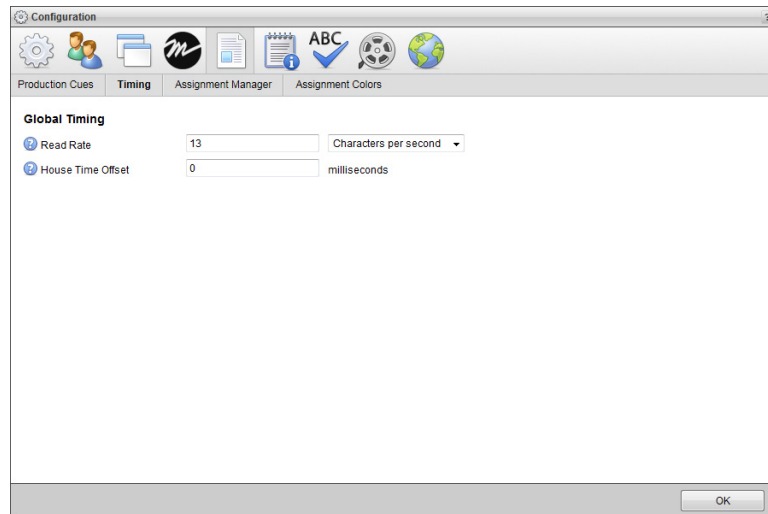
4. For the production element to edit, use one of the following methods to change the production element color:
  - Click the color square to right of the production element to edit, and then use the color picker to select a new color for the production element.  
As you click in the color picker, the color square displays the selected color and the box to the right of the color square displays the HTML color code of the selected color.
  - Enter an HTML color code in the box to the right of the color square to set the production element color.  
As you enter an HTML color code, the color square displays the color of the entered code.
5. After selecting a new color for the selected production element, click **Save**.  
Inception displays the new production element color in the **Production Cues** list. Inception also updates the color of all the production cues that use the revised production element.
6. Click **OK** to close the **Configuration** window.

## Set Global Timing

Inception uses a global timing read rate to estimate the time required to playout a Broadcast stories that do not have an assigned anchor. When you assign an anchor to a Broadcast story, Inception sets story timers using the read rate set for the anchor instead of the global timing read rate. Inception bases Broadcast story timers on the amount of content in a story and the read rate set for the story.

## To set the global timing read rate

1. On the **Configuration** window toolbar, click the  **Editorial** icon.  
The **Editorial** panel opens.
2. Click the **Timing** tab.  
The **Timing** tab opens.




3. In the **Read Rate** box, enter the global timing read rate that Inceptions uses to estimate the time required to playout Broadcast stories that do not have an assigned anchor.
4. Use the list to the right to select the timing units for the entered read rate, Characters per second or Words per second.
5. In the **House Time Offset**, enter the difference in milliseconds between the house time clock and the Inception Server clock.  
Setting a value for the House Time Offset synchronizes Inception timers with your house time.
6. Click **OK** to close the **Configuration** window.

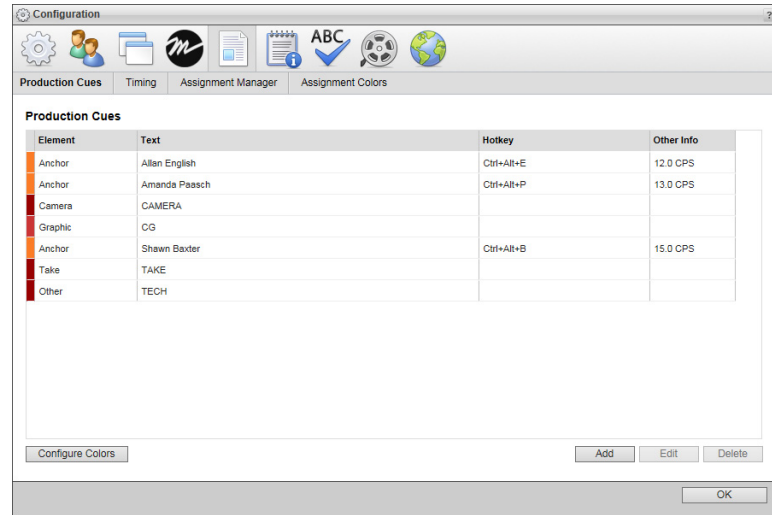
## Define Anchors

Inceptions uses the set global timing read rate to estimate the time required to playout a Broadcast story. Story timers are set using the estimated playout time for the Broadcast story.

To increase the accuracy of Broadcast story playout time estimations, you can set reading rates for individual anchors. When you insert one or more anchor production cues into a Broadcast story, the read rate for the selected anchors overrides the set global timing read rate.


## To create a new anchor production cue for Broadcast stories

1. On the **Configuration** window toolbar, click the  **Editorial** icon.  
The **Editorial** panel opens.
2. Click the **Production Cues** tab.  
The **Production Cues** tab opens.




3. Click **Add**.  
The **Create Production Cue** page opens.
4. Use the **Element** list to select **Anchor**.
5. In the **Text** box, enter the name of the anchor.
6. Use the **Hotkey** list to select the key combination to insert the anchor into a Broadcast story.  
Key combinations selected for other production cue are grayed out and not available for current anchor production cue.
7. Use the **Units** list to select the timing units for the anchor read rate.  
The name of the box below the **Units** list changes to match the timing units selected for the anchor.
8. Depending on the selected timing units, use one of the following boxes to set the read rate for the anchor:
  - **Characters Per Minute** — enter in this box the number of characters per minute than an anchor reads. This box is only available when Characters per minute is the selected timing unit.
  - **Words Per Minute** — enter in this box the number of words per minute that an anchor reads. This box is only available when Words per minute is the selected timing unit.
9. Click **Save**.  
Inception adds the new anchor to the **Production Cues** list.

## To edit an anchor

1. On the **Configuration** window toolbar, click the  **Editorial** icon.  
The **Editorial** panel opens.
2. Click the **Production Cues** tab.  
The **Production Cues** tab opens.
3. In the **Production Cues** list, select the anchor to edit.

4. Click **Edit**.  
The **Edit Production Cue** page opens.
5. Edit anchor settings as required.
6. After completing the required anchor setting edits, click **Save**.

#### To delete an anchor

1. On the **Configuration** window toolbar, click the  **Editorial** icon.

The **Editorial** panel opens.

2. Click the **Production Cues** tab.

The **Production Cues** tab opens.

3. In the **Production Cues** list, select the anchor to delete.

4. Click **Delete**.

A confirmation message opens, asking whether you want to delete the selected anchor. To keep the anchor, click **Cancel**.

5. In the confirmation message, click **OK**.


Inception deletes the selected anchor from the **anchors** list. When you delete an anchor, Inception also removes the anchor from all of the Broadcast stories that used the anchor. Broadcast stories without an anchor use the global timing read rate to estimate story playout time.

6. Click **OK** to close the **Configuration** window.

## Configure Assignment Manager Communication

An assignment editor can use the Assignment Manager to assign stories to reporters. Before you can use the Assignment Manager to sent assignment notifications to Inception users, you need to set properties related to the e-mail address used by the Assignment Manager to send notifications.

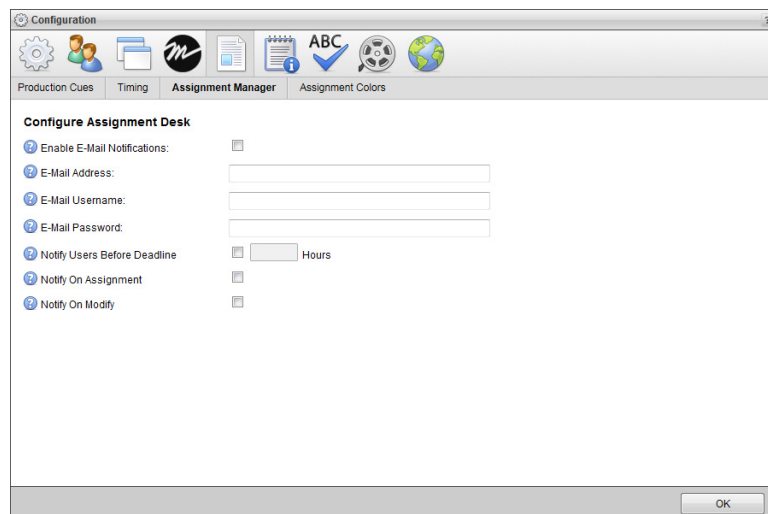
#### To configure Assignment Manager communication settings

1. On the **Configuration** window toolbar, click the  **Editorial** icon.

The **Editorial** panel opens.

2. Click the **Assignment Manager** tab.

The **Assignment Manager** tab opens.




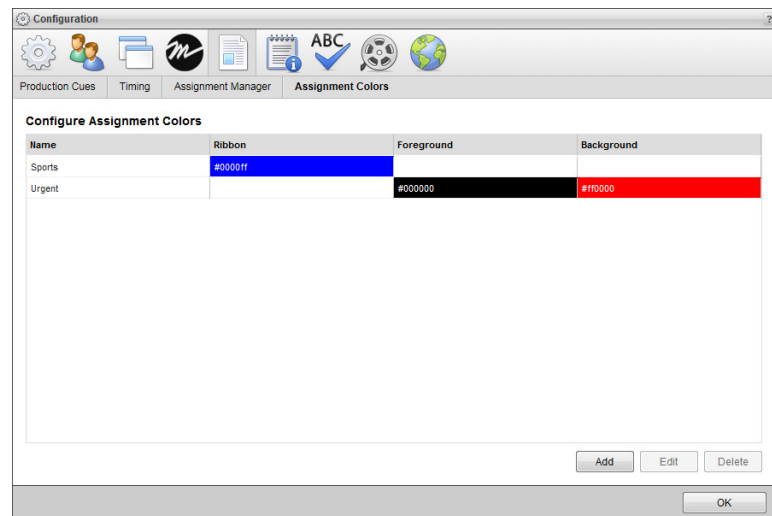
3. Select the **Enable E-Mail Notifications** check box to enable the **Assignment Manager** to send assignment notification e-mails to Inception users.
4. In the **E-Mail Address** box, enter the e-mail address that Inception uses to send assignment e-mails to Inception users.
5. In the **E-Mail Username** box, enter the username of the e-mail account associated with the e-mail address that Inception uses to send assignment e-mails to Inception users.
6. In the **E-Mail Password** box, enter the password for the e-mail account.
7. Select the **Notify Users Before Deadline** check box to send an assignment notification e-mail to the assignee before the assignment deadline.
8. In the **Hours** box, enter the number of hours before the assignment deadline to send an assignment notification to the assignee.
9. Select the **Notify On Assignment** check box to send a notification e-mail to the assigning Inception user when the assignee receives an assignment from the Assignment Manager.
10. Select the **Notify On Modify** check box to send a notification e-mail to the assigning Inception user when the assignee updates their assignment.
11. Click **OK** to close the **Configuration** window.

## Define Assignment Color Schemes

To highlight assignments in the Assignment Manager, you can define color schemes for the ribbon column, foreground (text), and background of an assignment. When you create an assignment you can select the color schemes to apply to the new assignment.

### To add a new color scheme for assignments

1. On the **Configuration** window toolbar, click the  **Editorial** icon.  
The **Editorial** panel opens.
2. Click the **Assignment Colors** tab.  
The **Assignment Colors** tab opens.




3. Click **Add**.  
The **Create Assignment Color Scheme** page opens.
4. In the **Name** box, enter a name for the color scheme.



5. Use the **Type** list to select the type of color scheme to create. The available color scheme types are as follows:
  - **Ribbon** — color scheme for the ribbon column of an assignment in the **Assignment Manager** panel.
  - **Foreground/Background** — color scheme for the text and row background of an assignment in the **Assignment Manager** panel.
6. To select the color for a **Ribbon** type color scheme, click the **Ribbon** color square to use a color picker to select the ribbon column color for the color scheme. As you click in the color picker, the color square displays the selected color and the color picker displays the HTML color code of the selected color. This setting is only available when **Ribbon** is the selected color scheme **Type**.
7. To select the colors for a **Foreground/Background** color scheme:
  - a. Click the **Foreground Color** color square to use a color picker to select the assignment text color for the color scheme. As you click in the color picker, the color square displays the selected color and the color picker displays the HTML color code of the selected color. This setting is only available when **Foreground/Background** is the selected color scheme **Type**.
  - b. Click the **Background Color** color square to use a color picker to select the assignment row background color for the color scheme. As you click in the color picker, the color square displays the selected color and the color picker displays the HTML color code of the selected color. This setting is only available when **Foreground/Background** is the selected color scheme **Type**.
8. Click **Save**.

Inception adds the new color scheme to the **Configure Assignments Colors** list.

#### To edit a color scheme

1. On the **Configuration** window toolbar, click the  **Editorial** icon.


The **Editorial** panel opens.
2. Click the **Assignment Colors** tab.

The **Assignment Colors** tab opens.
3. In the **Configure Assignments Colors** list, select the color scheme to edit.
4. Click **Edit**.

The **Edit Assignment Color Scheme** page opens.
5. Edit assignment color settings as required.
6. After completing the required assignment color setting edits, click **Save**.

Inception automatically applies the edits made to the select color scheme to the assignments in the **Assignment Manager** that use the color scheme.

#### To delete a color scheme

1. On the **Configuration** window toolbar, click the  **Editorial** icon.

The **Editorial** panel opens.
2. Click the **Assignment Colors** tab.

The **Assignment Colors** tab opens.
3. In the **Configure Assignments Colors** list, select the color scheme to delete.
4. Click **Delete**.

A confirmation message opens, asking whether you want to delete the selected color scheme. To keep the color scheme, click **Cancel**.

5. In the confirmation message, click **OK**.

Inception deletes the selected color scheme from the **Configure Assignments Colors** list. When you delete a color scheme, Inception also removes the color scheme from the assignments in the **Assignment Manager** that used the color scheme.

6. Click **OK** to close the **Configuration** window.

# Configuring Custom Metadata

Custom metadata configuration enables you to define attributes to associate with following Inception entities:

- Assignments
- Contacts
- Playlists
- Playlist elements
- Running Orders
- Running Order elements
- Stories

The custom attributes that you define are local to your Inception system and independent of standard Inception attributes. Custom attributes are included in MOS messages and RSS feeds sent out from your Inception Server. This feature also provides a method of representing cross-product metadata.

★ You require an NCS license for your Inception Server to configure custom metadata. Please contact Ross Video to purchase an NCS license for your Inception Server.


This chapter discusses the following topics:

- Create Custom Entities
- Manage Custom Entities
- Custom Attributes Planning
- Create Custom Attributes
- Manage Custom Attributes
- Create Choice Lists for Custom Attributes
- Manage Choice Lists and Choices


## Create Custom Entities

Custom entities enable you to design Inception grids to store information that is particular to your organization. After you create a custom entity, you can specify the metadata to store in the entity by adding custom attributes to the entity.

### To create a custom entity

1. Log in to your Inception server as a system administrator.
2. On the main toolbar, click the  **Configuration** icon. If the **Configuration** icon is not visible, you are not an administrator and cannot configure the server.

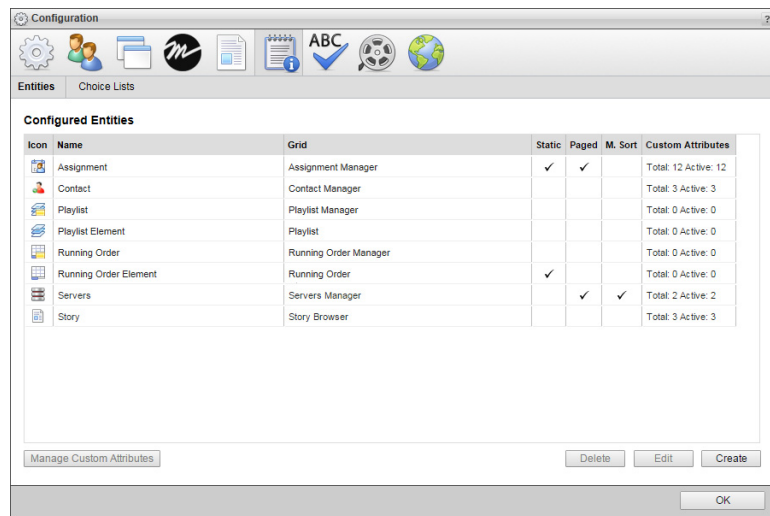
The **Configuration** window opens.


3. On the **Configuration** window toolbar, click the  **Metadata** icon.

The **Metadata** panel opens.

4. Click the **Entities** tab.

The **Entities** tab opens.



5. Click **Create**.  
The **Create Entity** page opens.
6. In the **Name** box, enter the name to display for the custom entity in the  **Custom Entities** list on the main toolbar.
7. In the **Grid Name** box, enter the grid name to display in the title bar of the Inception grid associated with the entity.
8. Select the **Paged Grid** check box if you want to use pages to display the information contained in the custom entity. When you select this option, Inception adds paging controls to the bottom of the Inception grid associated with the entity.
9. Select the **Manual Sort** check box if you want users to manually sort the information contained in the custom entity by drag and drop. Selecting this option disables column sorting.
10. Select the **Globally Searchable** check box to include the information contained in the custom entity in global searches of Inception content. The more entities that you include in global searches, the longer it takes Inception to report the results of a global search.
11. Click **Next**.

The next page opens and displays the **Icon** list for you to select an icon to identify your custom entity.

12. Use the **Icon** list to select an icon to identify your custom entity and display in the title bar of the Inception grid associated with the entity.

If the icons in the list are not appropriate for your custom entity, do the following:

- a. Use the **Icon** list to select **Upload an Icon**.

Inception displays a **Browse** button.

- b. Click **Browse**.

The **File Upload** dialog box opens.


- c. Use the **File Upload** dialog box to select the image file to use as the icon for your custom entity.

- d. Click **Open**.

Inception adds the image contained in the selected image file to the **Icon** list as the **Uploaded Icon** option, and automatically selects the uploaded image as the icon for your custom entity. You can only upload one image to the **Icon** list at a time. Uploading another image to the **Icon** list replaces the current uploaded image with the new image.

13. Click **Save**.

Inception adds the new custom entity to the **Configured Entities** page.

14. To view the new custom entity, select it from the  **Custom Entities** list on the main toolbar.

Inception automatically adds the **ID**, **Modified**, **Modified By**, **Created**, and **Created By** attributes to all custom entities. You can also add your own custom attributes to your new custom entity.

#### **For More Information on...**

- creating custom attributes for entities, refer to the sections “**Custom Attributes Planning**” on page 8–4 and “**Create Custom Attributes**” on page 8–5.

## Manage Custom Entities

Managing the custom entities on your Inception system includes the following procedures:

- Edit Custom Attribute Properties
- Delete Custom Attributes

### Edit Custom Entity Properties

Inception enables you to edit all of the properties of an existing custom entity.

#### **To edit the properties of a custom entity**

1. From the **Configured Entities** table in the **Entities** tab of the **Metadata** panel, select the custom entity to edit.
2. Click **Edit**.


The **Edit Entity** page opens.

3. In the **Edit Entity** page, edit the custom entity properties as required.
4. Click **Next**.

The next page of custom entity properties opens.

5. In the second **Edit Entity** page, edit the custom entity properties as required.
6. Click **Save**.

Inception updates the custom entity and opens the **Configured Entities** page.

7. To view the updated custom entity, select it from the  **Custom Entities** list on the main toolbar.

## Delete Custom Entities

- ★ When you delete a custom entity you also delete the custom attributes and attribute data associated with the custom entity.

### To delete a custom entity

1. From the **Configured Entities** table in the **Entities** tab of the **Metadata** panel, select the custom entity to delete.
2. To be able to restore a custom entity after you delete it, record the **Name** and **Grid Name** of the selected custom entity. You can use the recorded **Name** and **Grid Name** to recreate the deleted custom entity.
3. Click **Delete**.  
A confirmation message opens, asking whether you want to delete the selected custom entity. To keep the custom entity, click **Cancel**.
4. In the confirmation message, click **OK**.  
Inception deletes the selected custom entity from the **Configured Entities** page.

## Custom Attributes Planning

Before you start using the Metadata panel to add custom attributes to Inception, you should answer the following questions to help you plan the definition of your custom attributes:

- In which Inception grid do you want users to enter or view data for the custom attribute?  
The association between Inception entities and grids is as follows:
  - › **Assignments** — the **Assignment Manager** displays defined attributes in custom columns.
  - › **Contacts** — the **Contact Manager** displays defined attributes in custom columns.
  - › **Playlists** — the **Playlist Manager** displays defined attributes in custom columns.
  - › **Playlist elements** — a **Playlist** displays defined attributes in custom columns.
  - › **Running Orders** — the **Running Order Manager** displays defined attributes in custom columns.
  - › **Running Order elements** — a **Running Order** displays defined attributes in custom columns.
  - › **Stories** — the **Story Browser** displays defined attributes in custom columns.
- What type of data do you want to save in the custom attribute: text, numeric, date, time, true/false, or Inception user?
- ★ Changing the data type for a custom attribute that contains data can cause loss of data.
- Do you want users to select custom attribute values from a choice list?
- ★ Editing the choice list used to select data for a custom attribute that contains data can cause loss of data.

## Create Custom Attributes

After completing your custom attribute plan, you are ready to start the process of adding custom attributes to your Inception system. The following diagram (**Figure 8.1**) illustrates the different phases of the QuickTurn workflow.

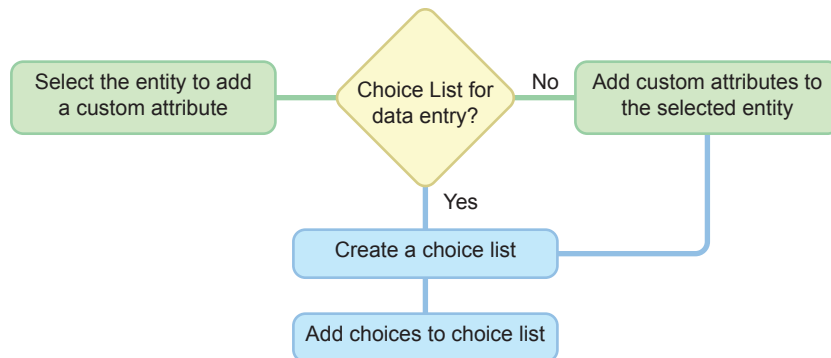
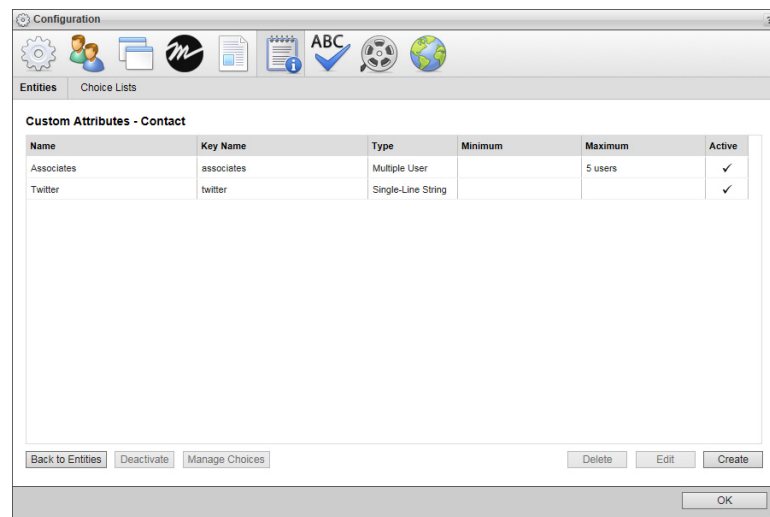


Figure 8.1 Custom Attribute Creation Workflow

### To create a custom attribute for an Inception entity

1. In the **Configured Entities** table, select the Inception entity to add a custom attribute.
2. Click **Manage Custom Attributes**.

The **Custom Attributes** page opens for the selected entity.



3. Click **Create**.

The **Create Attribute** page opens.

4. In the **Name** box, enter the column name to display for the custom attribute in the Inception grid associated with the entity.
  5. In the **Key Name** box, enter the name to use as the identifier for the custom attribute. When you click in this box, Inception enters a suggested key name that you can edit.
- ★ You cannot change the **Key Name** of a custom attribute after you save the custom attribute.

Key Names also identify the custom attribute values in MOS messages and RSS feeds sent out from your Inception Server.

6. Use the **Type** list to select the type of data that users can enter in the custom attribute.

★ You cannot change the **Type** of a custom attribute after you save the custom attribute.

The available data types are as follows:

- **Single-Line String** — character string on a single line.
  - **Multi-Line String** — character string on multiple lines, press Enter to start a new line.
  - **Integer** — whole number without a fractional part.
  - **Decimal** — decimal number that may contain a fractional part.
  - **Date** — calendar date (year, month, day).
  - **Duration** — duration time (hh:mm:ss).
  - **Date & Time** — calendar date (year, month, day) and time of day (hh:mm:ss).
  - **Boolean** — logical Boolean (true or false).
  - **User** — a single Inception user.
  - **Multiple User** — one or more Inception users.
  - **Choice** — a single selection from a choice list.
  - **Multiple Choice** — one or more selections from a choice list.
7. Depending on the selected **Type** for the custom attribute, continue creating your custom attribute with the following steps or procedures:
- **Single-Line String** — continue with step **8** in this procedure.
  - **Multi-Line String** — continue with step **8** in this procedure.
  - **Integer** — continue with step **8** in this procedure.
  - **Decimal** — continue with step **8** in this procedure.
  - **Date** — continue with step **8** in this procedure.
  - **Duration** — continue with step **8** in this procedure.
  - **Date & Time** — continue with step **8** in this procedure.
  - **Boolean** — refer to the section “**Boolean Type Configuration**” on page 8–8.
  - **User** — refer to the section “**User Type Configuration**” on page 8–9.
  - **Multiple User** — refer to the section “**Multiple User Type Configuration**” on page 8–10.
  - **Choice** — refer to the section “**Choice Type Configuration**” on page 8–11.
  - **Multiple Choice** — refer to the section “**Multiple Choice Type Configuration**” on page 8–12.
8. Depending on the selected **Type** for the custom attribute, enter one of the following values to set the **Minimum** for the custom attribute:

Type	Minimum Value
Single-Line String	Enter the minimum number of characters that the entered text must contain.
Multi-Line String	Enter the minimum number of characters that the entered text must contain.
Integer	Enter the minimum value for the entered whole number.
Decimal	Enter the minimum value for the entered decimal number.
Date	Use the Calendar tool to select the start date of the valid date range for the custom attribute.
Time	Enter the minimum duration for the entered time (hh:mm:ss).
Date & Time	Use the Calendar tool to select the start date and time of the valid date and time range for the custom attribute.



9. Depending on the selected **Type** for the custom attribute, enter one of the following values to set the **Maximum** for the custom attribute:

Type	Value
Single-Line String	Enter the maximum number of characters that the entered text must contain.
Multi-Line String	Enter the maximum number of characters that the entered text must contain.
Integer	Enter the maximum value for the entered whole number.
Decimal	Enter the maximum value for the entered decimal number.
Date	Use the Calendar tool to select the end date of the valid date range for the custom attribute.
Time	Enter the maximum duration for the entered time (hh:mm:ss).
Date & Time	Use the Calendar tool to select the end date and time of the valid date and time range for the custom attribute.

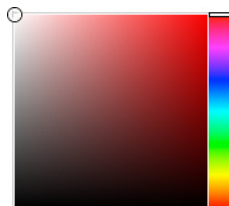
10. Depending on the selected **Type** for the custom attribute, enter one of the following values to set the **Default** for the custom attribute:

Type	Value
Single-Line String	Enter the default text for the custom attribute.
Multi-Line String	Enter the default text for the custom attribute.
Integer	Enter the default whole number value for the custom attribute.
Decimal	Enter the default decimal number value for the custom attribute.
Date	Use the Calendar tool to select the default date for the custom attribute.
Time	Enter the default time (hh:mm:ss) for the custom attribute.
Date & Time	Use the Calendar tool to select the default date and time for the custom attribute.

★ Default Values must fall within the **Minimum** and **Maximum** values set for the custom attribute.

11. Click the **Empty Cell Color** color square.

The **Color Picker** opens.



12. Use the **Color Picker** to select the background color that Inception uses to display custom attribute cells that do not contain data.

Drag the slider on the right side of the **Color Picker** to select a color, and then click in the area to the left to select the color shade. As you use the **Color Picker**, the color square displays the selected color and a box to the right displays the HTML color code of the selected color. You can also enter an HTML color code in the box to select a color. As you enter an HTML color code, the color square displays the color of the entered code.

13. For the **Populated Cell Color** setting, click the **Back** color square to use the **Color Picker** to select the background color that Inception uses to display custom attribute cells that contain data.

14. Click the **Fore** color square to use the **Color Picker** to select the text color that Inception uses to display custom attribute cells that contain data.
15. In the **Description** box, enter a description of the custom attribute.  
Only the **Create Attribute** and **Edit Attribute** pages display the description of a custom attribute.
16. Click **Save**.  
Inception adds the new custom attribute to the **Custom Attributes** page of the selected entity.
17. To view the new custom attribute, open the Inception grid associated with the entity that to which you added the custom attribute.

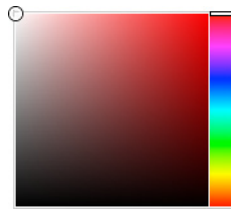
## Boolean Type Configuration

When you select Boolean as the Type for a custom attribute, you need to configure settings that are specific to the Boolean data type.

### To configure a Boolean type custom attribute

1. Select the **Default Value** check box to set **true** as the default value for the custom attribute. Clear the **Default Value** check box to set **false** as the default value for the custom attribute.
2. Click the **Empty Cell Color** color square.

The **Color Picker** opens.



3. Use the **Color Picker** to select the background color that Inception uses to display custom attribute cells that do not contain data.  
Drag the slider on the right side of the **Color Picker** to select a color, and then click in the area to the left to select the color shade. As you use the **Color Picker**, the color square displays the selected color and a box to the right displays the HTML color code of the selected color. You can also enter an HTML color code in the box to select a color. As you enter an HTML color code, the color square displays the color of the entered code.
4. Click the **Checked Cell Color** color square to use the **Color Picker** to select the background color that Inception uses to display custom attribute cells that contain a selected check box.
5. In the **Description** box, enter a description of the custom attribute.  
Only the **Create Attribute** and **Edit Attribute** pages display the description of a custom attribute.
6. Click **Save**.  
Inception adds the new custom attribute to the **Custom Attributes** page of the selected entity.
7. To view the new custom attribute, open the Inception grid associated with the entity that to which you added the custom attribute.

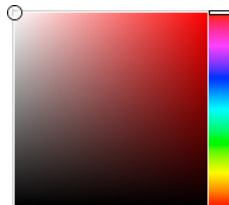
## User Type Configuration

When you select User as the Type for a custom attribute, you need to configure settings that are specific to the User data type.

### To configure a User type custom attribute

1. Use the **Included Roles** list to select one or more roles that contain the Inception users that are suitable for the custom attribute.
2. Select the **Exclude Inactive** check box to exclude inactive Inception users from the list of available users for the custom attribute. Clear this check box to include inactive Inception users in the list of available users for the custom attribute.
3. Use the **Default Value** list to select the default Inception user for the custom attribute.
4. Click the **Empty Cell Color** color square.

The **Color Picker** opens.



5. Use the **Color Picker** to select the background color that Inception uses to display custom attribute cells that do not contain data.  
  
Drag the slider on the right side of the **Color Picker** to select a color, and then click in the area to the left to select the color shade. As you use the **Color Picker**, the color square displays the selected color and a box to the right displays the HTML color code of the selected color. You can also enter an HTML color code in the box to select a color. As you enter an HTML color code, the color square displays the color of the entered code.
6. For the **Populated Cell Color** setting, click the **Back** color square to use the **Color Picker** to select the background color that Inception uses to display custom attribute cells that contain a selected Inception user.
7. Click the **Fore** color square to use the **Color Picker** to select the text color that Inception uses to display custom attribute cells that contain a selected Inception user.
8. In the **Description** box, enter a description of the custom attribute.  
  
Only the **Create Attribute** and **Edit Attribute** pages display the description of a custom attribute.
9. Click **Save**.  
  
Inception adds the new custom attribute to the **Custom Attributes** page of the selected entity.
10. To view the new custom attribute, open the Inception grid associated with the entity that to which you added the custom attribute.

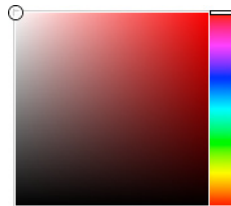
## Multiple User Type Configuration

When you select Multiple User as the Type for a custom attribute, you need to configure settings that are specific to the Multiple User data type.

### To configure a Multiple User type custom attribute

1. Use the **Included Roles** list to select one or more roles that contain the Inception users that are suitable for the custom attribute.
2. Select the **Exclude Inactive** check box to exclude inactive Inception users from the list of available users for the custom attribute. Clear this check box to include inactive Inception users in the list of available users for the custom attribute.
3. In the **Minimum** box, enter the minimum number of Inception users that a user must select for the custom attribute.
4. In the **Maximum** box, enter the maximum number of Inception users that a user is allowed to select for the custom attribute.
5. Use the **Default Value** list to select the default Inception user or users for the custom attribute.
6. Click the **Empty Cell Color** color square.

The **Color Picker** opens.



7. Use the **Color Picker** to select the background color that Inception uses to display custom attribute cells that do not contain data.

Drag the slider on the right side of the **Color Picker** to select a color, and then click in the area to the left to select the color shade. As you use the **Color Picker**, the color square displays the selected color and a box to the right displays the HTML color code of the selected color. You can also enter an HTML color code in the box to select a color. As you enter an HTML color code, the color square displays the color of the entered code.

8. For the **Populated Cell Color** setting, click the **Back** color square to use the **Color Picker** to select the background color that Inception uses to display custom attribute cells that contain a selected Inception user or users.
9. Click the **Fore** color square to use the **Color Picker** to select the text color that Inception uses to display custom attribute cells that contain a selected Inception user or users.
10. In the **Description** box, enter a description of the custom attribute.

Only the **Create Attribute** and **Edit Attribute** pages display the description of a custom attribute.

11. Click **Save**.

Inception adds the new custom attribute to the **Custom Attributes** page of the selected entity.

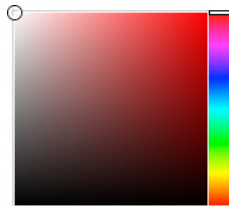
12. To view the new custom attribute, open the Inception grid associated with the entity that to which you added the custom attribute.

## Choice Type Configuration

When you select Choice as the Type for a custom attribute, you need to configure settings that are specific to the Choice data type.

### To configure a Choice type custom attribute

1. Use the **Choice List** list to select the choice list that contains applicable values for the custom attribute.  
If the Choice List list does not contain a suitable choice list, follow these steps to create a new choice list:
  - a. Click **Create** to the left of the **Choice List** list.  
The **Choice List** list changes to the **Choice List Name** box.
  - b. In the **Choice List Name** box, enter a name for the new choice list.
  - c. Use the **Choice List Type** to select the data type for the choices in the new choice list. The available data types are as follows:
    - **Single-Line String** — character string on a single line.
    - **Integer** — whole number without a fractional part.
    - **Decimal** — decimal number that may contain a fractional part.
    - **Date** — calendar date (year, month, day).
    - **Duration** — duration time (hh:mm:ss).
    - **Date & Time** — calendar date (year, month, day) and time of day (hh:mm:ss).
  - d. New choice lists do not contain choices. After you save the custom attribute, refer to the procedure “**To add choices to a choice list**” on page 8–16 to add choices to a new choice list.
2. Use the **Order** list to select how to order the choices in the selected choice list. The available ordering methods are as follows:
  - **As Entered** — the order in which choices were added to the choice list.
  - **Alphabetical Ascending By Name** — A to Z by choice name.
  - **Alphabetical Descending By Name** — Z to A by choice name.
  - **Natural Ascending By Value** — lowest to highest choice value.
  - **Natural Descending By Value** — highest to lowest choice value.
3. Use the **Default Value** list to select a choice from the choice list as the default value for the custom attribute.  
This list is not available when you create a new choice list.
4. Click the **Empty Cell Color** color square.  
The **Color Picker** opens.



5. Use the **Color Picker** to select the background color that Inception uses to display custom attribute cells that do not contain data.  
Drag the slider on the right side of the **Color Picker** to select a color, and then click in the area to the left to select the color shade. As you use the **Color Picker**, the color square displays the selected color and a box to the right displays the HTML color code of the selected color. You can also enter an HTML color code in the box to select a color. As you enter an HTML color code, the color square displays the color of the entered code.

6. For the **Populated Cell Color** setting, click the **Back** color square to use the **Color Picker** to select the background color that Inception uses to display custom attribute cells that contain a selected choice.
7. Click the **Fore** color square to use the **Color Picker** to select the text color that Inception uses to display custom attribute cells that contain a selected choice.
8. In the **Description** box, enter a description of the custom attribute.  
Only the **Create Attribute** and **Edit Attribute** pages display the description of a custom attribute.
9. Click **Save**.  
Inception adds the new custom attribute to the **Custom Attributes** page of the selected entity.
10. To view the new custom attribute, open the Inception grid associated with the entity that to which you added the custom attribute.

## Multiple Choice Type Configuration

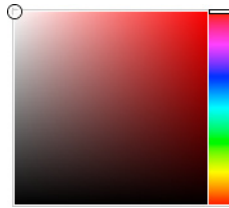
When you select Multiple Choice as the Type for a custom attribute, you need to configure settings that are specific to the Multiple Choice data type.

### To configure a Multiple Choice type custom attribute

1. Use the **Choice List** list to select the choice list that contains applicable values for the custom attribute.  
If the Choice List list does not contain a suitable choice list, follow these steps to create a new choice list:
  - a. Click **Create** to the left of the **Choice List** list.  
The **Choice List** list changes to the **Choice List Name** box.
  - b. In the **Choice List Name** box, enter a name for the new choice list.
  - c. Use the **Choice List Type** to select the data type for the choices in the new choice list. The available data types are as follows:
    - **Single-Line String** — character string on a single line.
    - **Integer** — whole number without a fractional part.
    - **Decimal** — decimal number that may contain a fractional part.
    - **Date** — calendar date (year, month, day).
    - **Duration** — duration time (hh:mm:ss).
    - **Date & Time** — calendar date (year, month, day) and time of day (hh:mm:ss).
  - d. New choice lists do not contain choices. After you save the custom attribute, refer to the procedure “**To add choices to a choice list**” on page 8–16 to add choices to a new choice list.
2. Use the **Order** list to select how to order the choices in the selected choice list. The available ordering methods are as follows:
  - **As Entered** — the order in which choices were added to the choice list.
  - **Alphabetical Ascending By Name** — A to Z by choice name.
  - **Alphabetical Descending By Name** — Z to A by choice name.
  - **Natural Ascending By Value** — lowest to highest choice value.
  - **Natural Descending By Value** — highest to lowest choice value.
3. In the **Minimum** box, enter the minimum number of choices that a user must select for the custom attribute.
4. In the **Maximum** box, enter the maximum number of choices that a user is allowed to select for the custom attribute.
5. Use the **Default Value** list to select the default choice or choices for the custom attribute.  
This list is not available when you create a new choice list.

6. Click the **Empty Cell Color** color square.

The **Color Picker** opens.



7. Use the **Color Picker** to select the background color that Inception uses to display custom attribute cells that do not contain data.

Drag the slider on the right side of the **Color Picker** to select a color, and then click in the area to the left to select the color shade. As you use the **Color Picker**, the color square displays the selected color and a box to the right displays the HTML color code of the selected color. You can also enter an HTML color code in the box to select a color. As you enter an HTML color code, the color square displays the color of the entered code.

8. For the **Populated Cell Color** setting, click the **Back** color square to use the **Color Picker** to select the background color that Inception uses to display custom attribute cells that contain a selected choice.
9. Click the **Fore** color square to use the **Color Picker** to select the text color that Inception uses to display custom attribute cells that contain a selected choice.
10. In the **Description** box, enter a description of the custom attribute.

Only the **Create Attribute** and **Edit Attribute** pages display the description of a custom attribute.

11. Click **Save**.

Inception adds the new custom attribute to the **Custom Attributes** page of the selected entity.

12. To view the new custom attribute, open the Inception grid associated with the entity that to which you added the custom attribute.

## Manage Custom Attributes

Managing the custom attributes associated with an Inception entity includes the following procedures:

- Change Custom Attribute Active Status
- Edit Custom Attribute Properties
- Delete Custom Attributes

### Change Custom Attribute Active Status

Inception displays all Active custom attributes in their associated grids. Inactive custom attributes are hidden from their associated grids. Inactive custom attributes do not lose user entered data.

#### To change the active status of a custom attribute

1. From the **Configured Entities** table in the **Entities** tab of the **Metadata** panel, select the Inception entity that contains the custom attribute to change.
2. Click **Manage Custom Attributes**.  
The **Custom Attributes** page opens for the selected entity.
3. In the **Custom Attributes** table, select the custom attribute to change.

4. Change the active status for the selected custom attribute as follows:
  - If the selected custom attribute is active, click **Deactivate**.  
Inception removes the check mark from the **Active** column of the selected custom attribute, which indicates that the custom attribute is inactive and hidden from grids.
  - If the selected custom attribute is inactive, click **Activate**.  
Inception adds a check mark to the **Active** column of the selected custom attribute, which indicates that the custom attribute is active and available in grids.

## Edit Custom Attribute Properties

To maintain data integrity, Inception only allows you to edit some of the properties of an existing custom attribute.

### To edit the properties of a custom attribute

1. From the **Configured Entities** table in the **Entities** tab of the **Metadata** panel, select the Inception entity that contains the custom attribute to edit.
2. Click **Manage Custom Attributes**.  
The **Custom Attributes** page opens for the selected entity.
3. In the **Custom Attributes** table, select the custom attribute to edit.  
The **Edit Attribute** page opens.
4. In the **Edit Attribute** page, edit the custom attributes properties as required.  
Properties that you cannot edit are grayed out.
5. Click **Save**.  
Inception updates the custom attribute and opens the **Custom Attributes** page of the selected entity.
6. To view the updated custom attribute, open the Inception grid associated with the entity that contains the updated custom attribute.

## Delete Custom Attributes

After you delete a custom attribute, you can restore the custom attribute data by creating a new custom attribute with the same Key Name and Type as the deleted custom attribute.

### To delete a custom attribute


1. From the **Configured Entities** table in the **Entities** tab of the **Metadata** panel, select the Inception entity that contains the custom attribute to delete.
2. Click **Manage Custom Attributes**.  
The **Custom Attributes** page opens for the selected entity.
3. In the **Custom Attributes** table, select the custom attribute to delete.
4. To be able to restore custom attribute data after you delete a custom attribute, record the **Key Name** and **Type** of the selected custom attribute. Use the recorded **Key Name** and **Type** to create a new custom attribute to restore the data from the deleted custom attribute.
5. Click **Delete**.  
A confirmation message opens, asking whether you want to delete the selected custom attribute. To keep the custom attribute, click **Cancel**.
6. In the confirmation message, click **OK**.  
Inception deletes the selected custom attribute from the Inception entity.

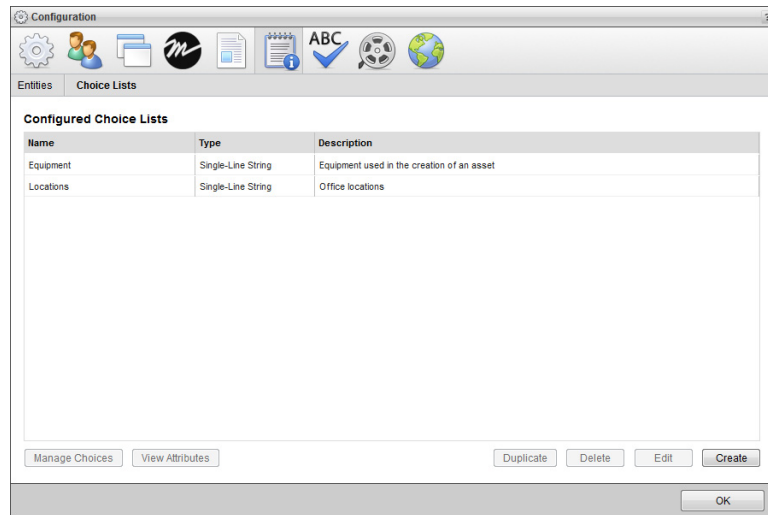


## Create Choice Lists for Custom Attributes

A choice lists contains a list of choices from which users can select for a value for custom attributes with a data type of Choice or Multiple Choice. Choice lists help simplify data entry and control the data entered for a custom attribute.

### To create a choice list

1. On the **Configuration** window toolbar, click the  **Metadata** icon.  
The **Metadata** panel opens.
2. Click the **Choice Lists** tab.  
The **Choice Lists** tab opens.




3. Click **Create**.  
The **Create Choice** page opens.
4. In the **Name** box, enter a name for the new choice list.
5. Use the **Choice List Type** to select the data type for the choices in the new choice list. The available data types are as follows:
  - **Single-Line String** — character string on a single line.
  - **Integer** — whole number without a fractional part.
  - **Decimal** — decimal number that may contain a fractional part.
  - **Date** — calendar date (year, month, day).
  - **Duration** — duration time (hh:mm:ss).
  - **Date & Time** — calendar date (year, month, day) and time of day (hh:mm:ss).
6. In the **Description** box, enter a description of the choice list.  
Only the **Configured Choice Lists** page displays the description of a choice list.
7. Click **Save**.  
Inception adds the new choice list to the **Configured Choice Lists** page.

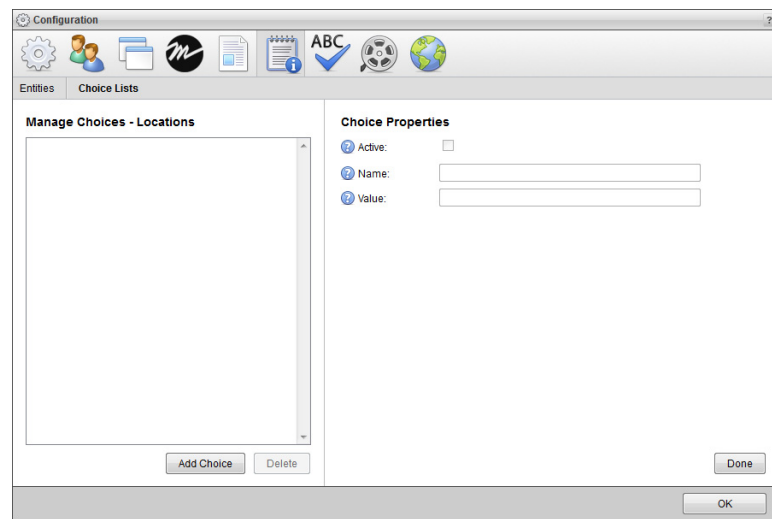
New choice lists do not contain choices, refer to the procedure “**To add choices to a choice list**” on page 8–16 to add choices to a new choice list.

## Add Choices to Choice Lists

New choice lists created from the Create Attribute or Create Choice List pages of the Metadata panel do not contain choices. After you create a choice list you need to add choices to the choice list.

### To add choices to a choice list

1. On the **Configuration** window toolbar, click the  **Metadata** icon.  
The **Metadata** panel opens.
2. Click the **Choice Lists** tab.  
The **Choice Lists** tab opens.
3. In the **Configured Choice Lists** table, select the choice list to add choices.
4. Click **Manage Choices**.  
The **Manage Choices** page opens.



5. In the **Manage Choices** section, click **Add Choice**.  
Inception creates a new choice named “New Choice” and saves the property values set for the new choice.
6. In the **Choice Properties** section, select the **Active** check box to activate the new choice and enable users to select this choice from the choice list. Clear this box to deactivate the choice and remove it from the choice list.  
★ Deactivating a choice also removes the choice from all of the custom attributes assigned the choice.
7. In the **Name** box, enter the name to display in the choice list that a user selects to choose this choice for a custom attribute.
8. In the **Value** box, enter the value that Inception stores when a use selects this choice. When you click in this box, Inception enters a suggested value that you can edit.
- 9.
10. This value is sent as the value for a custom attribute when your Inception Server sends out MOS messages and RSS feeds.
11. In the **Manage Choices** section, click **Add Choice**. to add another choice to the choice list. To finish adding choices to a choice list, click **Done** in the **Choice Properties** section.

## Manage Choice Lists and Choices

Managing choice lists includes the following procedures:

- View Choice List Usage
- Duplicate Choice Lists
- Edit Choice List Properties
- Delete Choice Lists

Managing the choices in a choice list includes the following procedures:

- Edit Choices in a Choice List
- Delete Choices From a Choice List

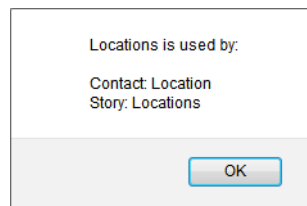
### View Choice List Usage

Viewing the attributes of a choice list shows you the custom attributes that use the selected choice list, which is good information to check before editing a choice list.

#### To view the custom attributes that use a choice list

1. From the **Configured Choice Lists** table in the **Choice Lists** tab of the **Metadata** panel, select the choice list to view usage information about.
2. Click **View Attributes**.

A message opens with a list of the custom attributes that use the selected choice list.



3. Click **OK** to close the usage message.

### Duplicate Choice Lists

Duplicating existing choices lists is a quick method of creating new choice lists.

#### To duplicate a choice list

1. From the **Configured Choice Lists** table in the **Choice Lists** tab of the **Metadata** panel, select the choice list to duplicate.
2. Click **Duplicate**.

Inception adds a duplicate of the selected choice list to the **Configured Choice Lists** table, and names the new choice list “New Choice List” or “New Choice List (#)”. You can edit the new choice list to change the name of the choice list. Manage the new choice list to add choices to the choice list.

## Edit Choice List Properties

To maintain data integrity, Inception only allows you to edit some of the properties of an existing choice list.

### To edit the properties of a choice list

1. From the **Configured Choice Lists** table in the **Choice Lists** tab of the **Metadata** panel, select the choice list to edit.
2. In the **Custom Attributes** table, select the custom attribute to edit.  
The **Edit Attribute** page opens.
3. In the **Edit Attribute** page, edit the custom attributes properties as required.  
Properties that you cannot edit are grayed out.
4. Click **Save**.  
Inception updates the custom attribute and opens the **Custom Attributes** page of the selected entity.

## Delete Choice Lists

To maintain data integrity, Inception only allows you to delete choice lists that are not used to enter data in a custom attribute.

### To delete a choice list

1. From the **Configured Choice Lists** table in the **Choice Lists** tab of the **Metadata** panel, select the choice list to delete.
2. Click **Delete**.  
A confirmation message opens, asking whether you want to delete the selected choice list. To keep the choice list, click **Cancel**.
3. In the confirmation message, click **OK**.  
Inception deletes the selected choice list from the **Configured Choice Lists** table.

## Edit Choices in a Choice List

Inception allows you to edit all of the properties of a choice.

★ Changing the value of a choice may cause data loss if the choice is assigned to custom attributes.

### To edit the properties of a choice in a choice list

1. From the **Configured Choice Lists** table in the **Choice Lists** tab of the **Metadata** panel, select the choice list that contains the choice to edit.
2. Click **Manage Choices**.  
The **Manage Choices** page opens.
3. In the **Choices** list, select the choice to edit.  
The **Choice Properties** section displays the properties of the selected choice.
4. Edit the choice properties as required. When you edit a choice, keep in mind the following conditions:
  - Clearing the **Active** check box removes the selected choice from the choice list and from all of the custom attributes assigned the choice.
  - Changing the **Name** of a choice changes the choice name displayed in the choice list and all of the custom attributes assigned the choice.
  - Changing the **Value** of a choice may cause data loss if the choice is assigned to custom attributes.

5. Click **Done** or select another choice in the **Choices** list to save the edited choice.

When you edit the **Value** of a choice, an alert opens warning that changing the choice value may cause data loss if the choice is assigned to custom attributes. Click **OK** to save the new value for the choice or click **Cancel** to keep the old value for the choice.

## Delete Choices From a Choice List

After you delete a choice from a choice list, you can restore the choice by re-adding it to the choice list using the same Name and Value.

### To delete a choice from a choice list

1. From the **Configured Choice Lists** table in the **Choice Lists** tab of the **Metadata** panel, select the choice list that contains the choice to edit.
2. Click **Manage Choices**.  
The **Manage Choices** page opens.
3. In the **Choices** list, select the choice to delete.
4. To be able to restore a choice after you delete it, record the **Name** and **Value** of the selected choice. Use the recorded **Name** and **Value** to re-add the choice to the choice list.
5. Click **Delete**.  
A confirmation message opens, asking whether you want to delete the selected choice. To keep the choice, click **Cancel**.
6. In the confirmation message, click **OK**.  
Inception deletes the selected choice attribute from the **Choices** list.



# Configuring Spelling Properties

Inception uses spelling properties to configure or set text capitalization, blacklisted words, and story content spell checking. Use the Spelling panel to configure or set spelling properties.


This chapter discusses the following topics:

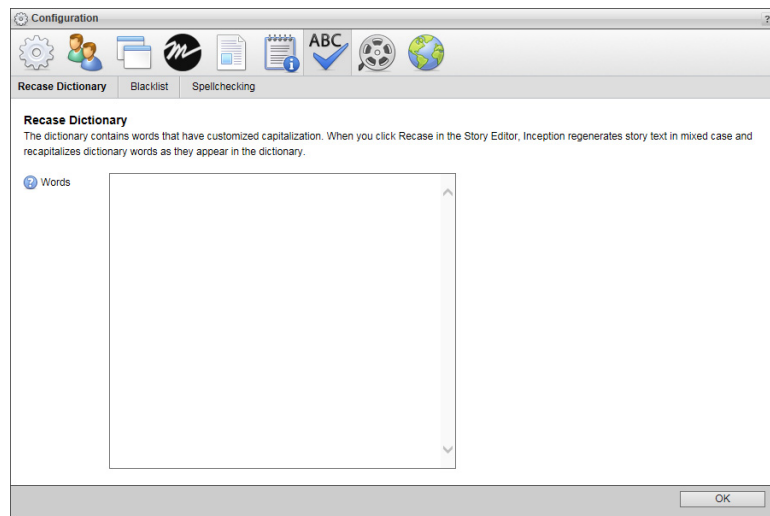
- Edit the Recase Dictionary
- Configure Content Blacklisting
- Select the Default System Dictionary
- Add Words to a Dictionary
- Import a Dictionary

## Edit the Recase Dictionary

The recase dictionary contains a list of words and phrases that use customized capitalization. When Inception users recase story text in the Story Editor, Inception recapitalizes story text to mixed case and uses the recase dictionary to correct the capitalization of words and phrases in the recase dictionary. For example, the Ross Video product name OverDrive uses custom capitalization.

### To edit the recase dictionary

1. On the **Configuration** window toolbar, click the  **Spelling** icon.  
The **Spelling** panel opens.
2. Click the **Recase Dictionary** tab.  
The **Recase Dictionary** tab opens.



3. In the **Words** list, add or edit words and phrases as follows:
  - **Add** — enter a word or phrase on a new line, then press the **Enter** key.
  - **Edit** — select the word or phrase to edit, then edit the selected text.
  - **Delete** — select the word or phrase to delete, then press the **Delete** key.Inception sorts the **Words** list alphabetically after the **Recase Dictionary** tab closes.
4. Click **OK** to save the updated **Words** list and close the **Configuration** window.

## Configure Content Blacklisting

Inception uses a blacklist and a whitelist to identify inappropriate content in feeds, playlists, stories, and social polls. Inception uses the following lists to cleanse Inception content:


- **Blacklist** — a list of words and regular expressions that Inceptions uses to identify inappropriate content in feeds, playlists, stories, and social polls.
- **Whitelist** — a list of words and regular expressions that you consider appropriate but the blacklist censors. Inception always publishes words in the whitelist.

You can configure Inception to do the following:

- Gray out inappropriate content in Feed Viewers.
- Hide inappropriate content from Feed Viewers.
- Prevent the approval of playlists or stories that contain inappropriate content.
- Prevent the user from saving social polls that contain inappropriate content.



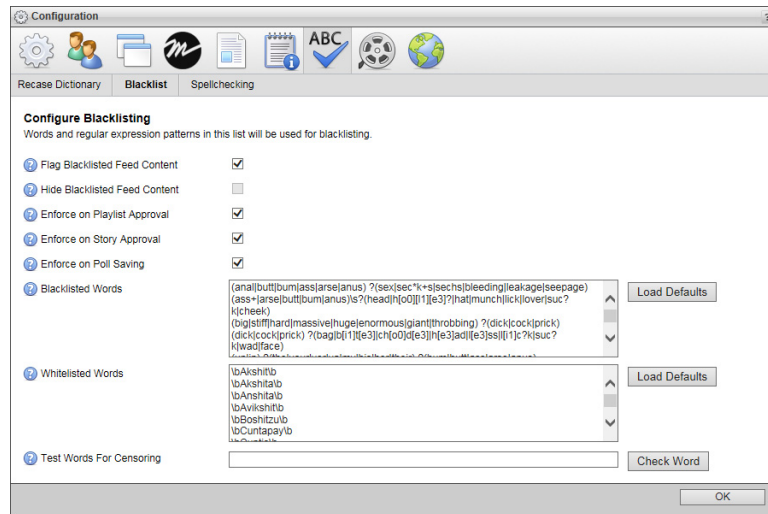
## To configure blacklisting

1. On the **Configuration** window toolbar, click the  **Spelling** icon.

The **Spelling** panel opens.

2. Click the **Blacklist** tab.

The **Blacklist** tab opens.



3. Select the **Flag Blacklisted Feed Content** check box to gray out content in a Feed Viewer that contains a word from the blacklist.

This option does not prevent approval and publishing of flagged content.

4. Select the **Hide Blacklisted Feed Content** check box to hide content in a Feed Viewer that contains a word from the blacklist.
5. Select the **Enforce on Playlist Approval** check box to prevent the approval of playlists that contain a word from the blacklist.
6. Select the **Enforce on Story Approval** check box to prevent the approval of stories that contain a word from the blacklist.
7. Select the **Enforce on Poll Saving** check box to prevent saving social polls that contain a word from the blacklist.
8. The **Blacklisted Words** list displays the words and regular expressions that Inceptions uses to identify inappropriate content in feeds, playlists, stories, and social polls. Edit the **Blacklisted Words** list as follows:

- **Add** — enter a word or expression pattern on a new line, then press the **Enter** key.
- **Edit** — select the word or expression pattern to edit, then edit the selected text.
- **Delete** — select the word or expression pattern to delete, then press the **Delete** key.
- **Default Blacklist** — click **Load Defaults** to the right of the **Blacklisted Words** list. Loading the default Ross Video blacklist deletes all changes made to the current blacklist. To save blacklist changes, copy and paste the contents of the Blacklisted Words list to a text file before clicking **Load Defaults**.

Inception sorts the **Blacklisted Words** list alphabetically after the **Blacklist** tab closes.

9. The **Whitelisted Words** list displays the words and regular expressions that you consider appropriate but the blacklist censors. Edit the **Whitelisted Words** list as follows:
  - **Add** — enter a word or expression pattern on a new line, then press the **Enter** key.
  - **Edit** — select the word or expression pattern to edit, then edit the selected text.
  - **Delete** — select the word or expression pattern to delete, then press the **Delete** key.
  - **Default Whitelist** — click **Load Defaults** to the right of the **Whitelisted Words** list. Loading the default Ross Video whitelist deletes all changes made to the current whitelist. To save whitelist changes, copy and paste the contents of the **Whitelisted Words** list to a text file before clicking **Load Defaults**.

Inception sorts the **Whitelisted Words** list alphabetically after the **Blacklist** tab closes.

## Test the Effectiveness of a Blacklist

You can test the effectiveness of your blacklist by entering words to see if they match or not in the blacklist. Inception identifies words that match in the black list as inappropriate for publishing.

### To test words against the blacklist

1. In the **Test Word For Censoring** box, enter the word to test.
2. Click **Check Word**.


An alert opens to report if the test word matched or not matched in the blacklist. If a word that you consider good matches in the blacklist, add the word to the whitelist to prevent Inception from censoring the word.

3. Click **OK** to close the alert.
4. Click **OK** to close the **Configuration** window.

## Select the Default System Dictionary

The Inception spelling checker uses Hunspell dictionary files to suggest the correct spelling for text entered in a Story Editor panel. The Inception Server administrator sets the Default System dictionary used by the spelling checker. If the set dictionary does not meet the needs of a user, the user can select a Default Personal dictionary.

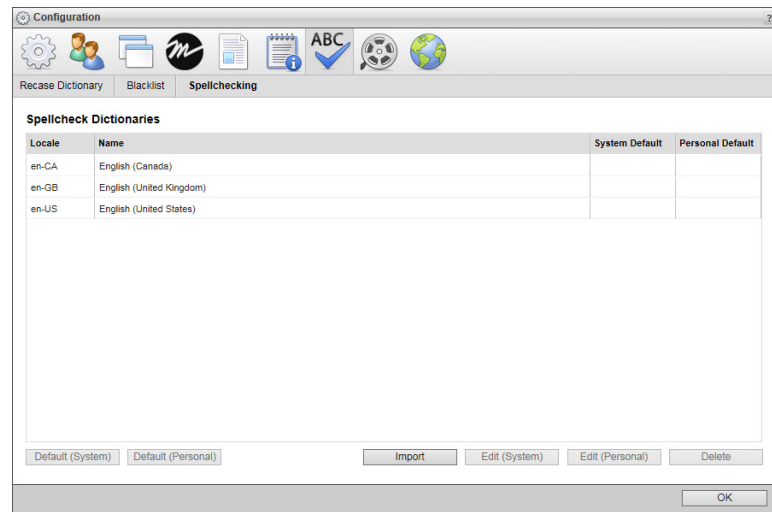
### To select the default system dictionary

1. On the **Configuration** window toolbar, click the  **Spelling** icon.

The **Spelling** panel opens.

2. Click the **Spellchecking** tab.

The **Spellchecking** tab opens.




3. In the **Spellcheck Dictionaries** table, select the dictionary to use as the Default System dictionary.
4. Click **Default (System)**.

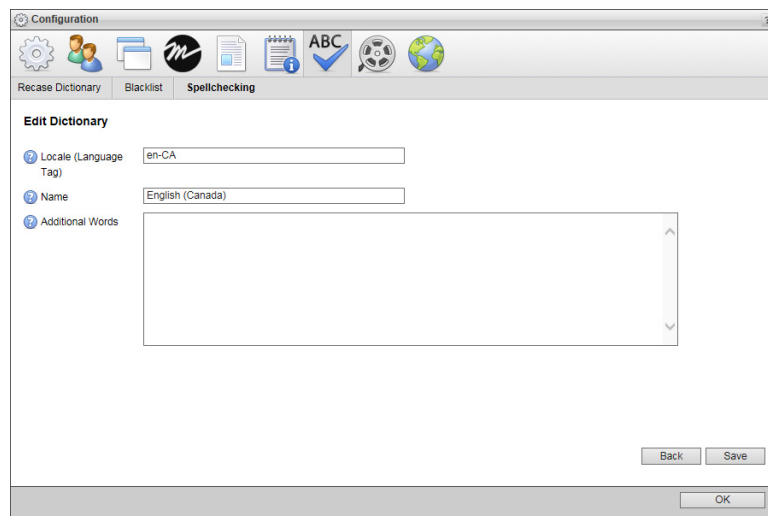
The **System Default** column displays a check mark for the selected dictionary. The Inception spell checker uses the selected System Default dictionary to check spelling for all Inception users that have not set a Default Personal dictionary.

## Add Words to a Dictionary

Your organization may use words or phrases that are not contained in a system dictionary. Inception enables you to add additional words or phrases that your organization considers correct to a system dictionary. If the spelling checker does not find the correct spelling for entered content in the system dictionary, it then searches the additional words list associated with the dictionary before suggesting a correction. The additional words added to a system dictionary are available to all Inception users that use the dictionary to spell check their story content.

### To add words or phrases to a system dictionary

1. On the **Configuration** window toolbar, click the  **Spelling** icon.  
The **Spelling** panel opens.
2. Click the **Spellchecking** tab.  
The **Spellchecking** tab opens.
3. In the **Spellcheck Dictionaries** table, select the dictionary to add additional words or phrases.
4. Click **Edit (System)**.  
The **Edit Dictionary** page opens.




5. In the **Additional Words** list displays the words and phrases that your organization considers correct but the dictionary does not. Edit the **Additional Words** list as follows:
  - **Add** — enter a word or phrase on a new line, then press the **Enter** key.
  - **Edit** — select the word or phrase to edit, then edit the selected text.
  - **Delete** — select the word or phrase to delete, then press the **Delete** key.

Inception sorts the **Additional Words** list alphabetically after the **Edit Dictionary** page closes.
6. Click **Save** to save the updated **Additional Words** list and return to the **Spellcheck Dictionaries** page.

## Import a Dictionary

When the dictionaries install on your Inception Server do not meet the needs of your users, you can add a new dictionary by importing Hunspell format dictionary files. On the internet you can find open source Hunspell format dictionaries in many different languages that you can import to your Inception Server.

### To import a dictionary

1. On the **Configuration** window toolbar, click the  **Spelling** icon.

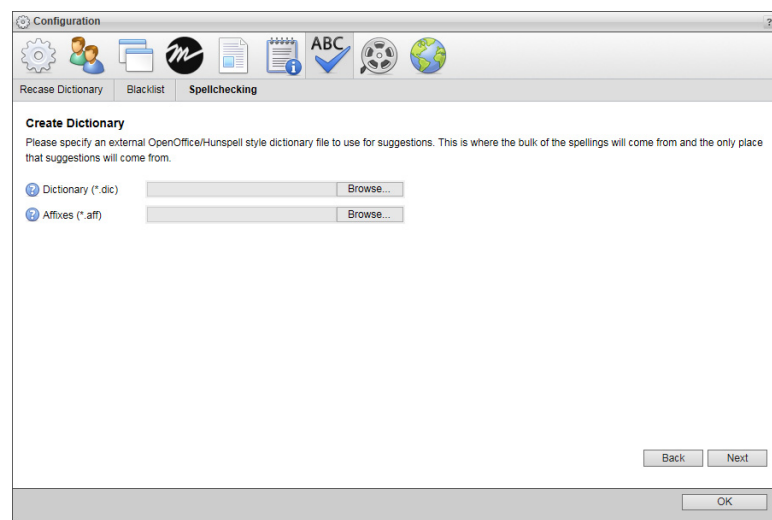
The **Spelling** panel opens.

2. Click the **Spellchecking** tab.

The **Spellchecking** tab opens.

3. Click **Import**.

The **Create Dictionary** page opens.



4. Click **Browse** to the right of the **Dictionary** box.

The **Choose File to Upload** dialog box opens displaying the local file system of your computer.

5. Locate and select the Hunspell format dictionary file (.dic) that contains the words for the language of the dictionary that you want to import to your Inception Server.

6. Click **Open**.

The **Choose File to Upload** dialog box closes, and the **Dictionary** box displays the name of the selected dictionary file.

7. Click **Browse** to the right of the **Affixes** box.

The **Choose File to Upload** dialog box opens displaying the local file system of your computer.

8. Locate and select the affix file (.aff) that defines the meaning of special flags in the selected dictionary file.

9. Click **Open**.

The **Choose File to Upload** dialog box closes, and the **Affixes** box displays the name of the selected affix file.

10. Click **Next**.

The next page of import settings opens.

11. Enter in the **Locale** box an IETF BCP 47 locale tag that defines the language and region of a dictionary.  
A locale tag is a combination of a two character language code (ISO 639-1) and a two character region code (ISO 3166-2) separated by a hyphen, for example: en-CA defines English as the language and Canada as the region.
12. Enter in the **Name** box a name for the dictionary.
13. In the **Additional Words** list displays the words and phrases that your organization considers correct but the dictionary does not. Edit the **Additional Words** list as follows:
  - **Add** — enter a word or phrase on a new line, then press the **Enter** key.
  - **Edit** — select the word or phrase to edit, then edit the selected text.
  - **Delete** — select the word or phrase to delete, then press the **Delete** key.Inception sorts the **Additional Words** list alphabetically after the **Create Dictionary** page closes.
14. Click **Save** to import the selected dictionary and return to the **Spellcheck Dictionaries** page.  
Inception adds the imported dictionary to the **Spellcheck Dictionaries** table.
15. Click **OK** to close the **Configuration** window.



# Configuring Media Sources

Media sources are network file storage locations that contain video clips and images for use in stories. Users select a media source when they add video clips or images to a story. You can use the Images and Video panel of the Configuration interface to create, edit, and delete media sources.

Media sources can contain the following types of media:

- **Image Formats**
  - › **.gif** — Graphical Interchange Format
  - › **.jpg** or **.jpeg** — Joint Photographic Experts Group
  - › **.png** — Portable Network Graphic
- **Audio and Video Formats**
  - › **.3gp** or **.3gpp** — Third Generation Partnership Project
  - › **.avi** — Audio Video Interleave
  - › **.flv** — Flash Video
  - › **.mov** — Apple QuickTime Movie
  - › **.mp4** — Moving Picture Experts Group 4 Part 14
  - › **.mpg** or **.mpeg** — Moving Picture Experts Group Phase 1
  - › **.ogg** — Ogg Vorbis Audio
  - › **.wmv** — Windows Media Video


This chapter discusses the following topics:

- Add a Media Source
- Edit a Media Source
- Delete a Media Source
- Specify the Media Cache Location


## Add a Media Source

Media sources are network file storage locations that contain video clips and images for use in stories. Users select a media source when they add video clips or images to a story.

### To add a media source

1. Log in to your Inception Server as a system administrator.
2. On the main toolbar, click the  **Configuration** icon. If the **Configuration** icon is not visible, you are not an administrator and cannot configure the server.

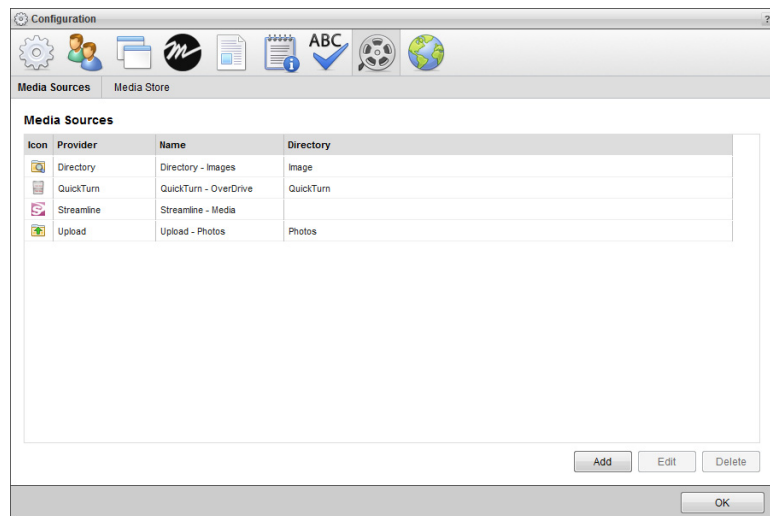
The **Configuration** window opens.

3. On the **Configuration** window toolbar, click the  **Images and Video** icon.

The **Images and Video** panel opens.

4. Click the **Media Sources** tab.

The **Media Sources** tab opens.



5. Click **Add**.

The **Create Media Source** settings open.

6. Use the **Media Source** list to select the type of media source to create:
  - **Upload** — upload media files to a specified directory on the Inception server.  
If you enable e-mail story creation, Inception uses the first upload media source you create to store images and video submitted with e-mailed stories.
  - **Directory** — select media files from a directory share.
  - **QuickTurn** — select media files from an OverDrive QuickTurn media encoder.
  - **Streamline** — select media from a Streamline asset management system.

7. Click **Next**.

The **Create Type of Media Source** settings open.

8. In the **Name** box, enter the name of the media source.



9. In the **Directory** box, enter the directory path to the media source folder. Depending on the type of media source selected from the **Media Source** list, enter directory paths as follows:
  - **Upload** — the path to the folder used to store uploaded media files, for example:  
`c:\videouploads`
  - **Directory** — the path to the directory share used to store shared media files, for example:  
`\\videoshare\news`
  - **QuickTurn** — the path to the folder used to store QuickTurn media segments, for example:  
`\\quickturn\videoready`
10. When creating a **Streamline** media source, configure the following settings:
  - **Host URL** — enter in this box the URL of the Streamline asset management system.
  - **API Key** — enter in this box the API Key of the Streamline user with which to communicate with the Streamline asset management system.  
  
The Streamline user should have the role of a **Local Administrator** and they must have **API Access** enabled.
11. Click **Create**.


Inception adds the new media source to the **Media Sources** list.

**For More Information on...**

- media sources, refer to the chapter “**Configuring Media Sources**” on page 10–1
- how to modify media sources, refer to the section “**Edit a Media Source**” on page 10–3
- how to delete media sources, refer to the section “**Delete a Media Source**” on page 10–3

## Edit a Media Source

**To edit a media source**

1. On the **Configuration** window toolbar, click the  **Images and Video** icon.  
The **Images and Video** panel opens.
2. Click the **Media Sources** tab.  
The **Media Sources** tab opens, listing all of the available media sources.
3. From the **Media Sources** list, select the media source to edit.
4. Click **Edit**.  
The **Create Type of Media Source** settings open.
5. Edit the media source settings as required.
6. Click **Save**.


**For More Information on...**

- media sources, refer to the chapter “**Configuring Media Sources**” on page 10–1
- how to create media sources, refer to the section “**Add a Media Source**” on page 10–2
- how to delete media sources, refer to the section “**Delete a Media Source**” on page 10–3

## Delete a Media Source

- ★ You cannot delete a media source that Inception uses in a story.

### To delete a media source

1. On the **Configuration** window toolbar, click the  **Images and Video** icon.  
The **Images and Video** panel opens.
2. Click the **Media Sources** tab.  
The **Media Sources** tab opens, listing all of the available media sources.
3. From the **Media Sources** list, select the media source to delete.
4. Click **Delete**.  
A confirmation dialog box opens.
5. Click **OK**.  
Inception deletes the selected media source.


### For More Information on...

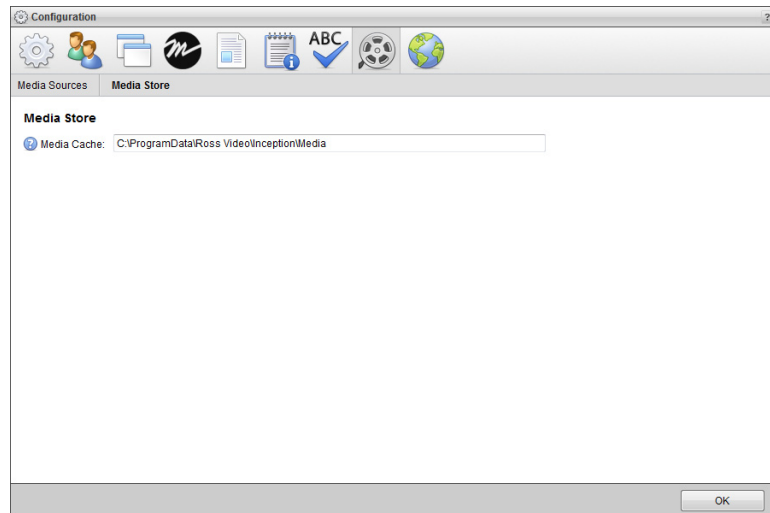
- media sources, refer to the chapter “**Configuring Media Sources**” on page 10–1
- how to create media sources, refer to the section “**Add a Media Source**” on page 10–2
- how to modify media sources, refer to the section “**Edit a Media Source**” on page 10–3

## Specify the Media Cache Location

Inception temporarily stores (or caches) media files, such as avatar icons, images, and video clips ingested from feeds. You can specify where Inception stores these items.

### To specify the location of the media store cache

1. On the **Configuration** window toolbar, click the  **Images and Video** icon.  
The **Images and Video** panel opens.
2. Click the **Media Store** tab.  
The **Media Store** tab opens,



3. In the **Media Cache** box, enter the path to the folder used to store images and video ingested from content outlets.
4. After completing your configuration tasks, click **OK** in the lower toolbar to close the **Configuration** panel.

# Configuring OverDrive Integration

You can configure OverDrive and Inception Social to enable Overdrive to control playout of Inception running orders.


This chapter discusses the following topics:

- Overdrive Control of Inception Running Order Playout


## Overdrive Control of Inception Running Order Payout

Enable Overdrive to control payout of Inception running orders.

### To enable Overdrive integration

1. Log in to your Inception Social Server as a system administrator.
2. On the main toolbar, click the  **Configuration** icon. If the **Configuration** icon is not visible, you are not an administrator and cannot configure the server.

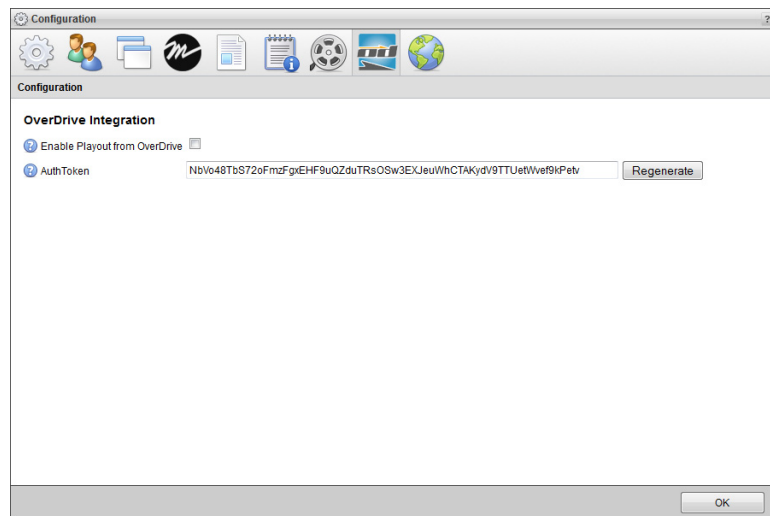
The **Configuration** window opens.

3. On the **Configuration** window toolbar, click the  **OverDrive** icon.

The **OverDrive** panel opens.

4. Click the **Configuration** tab.

The **Configuration** tab opens.



5. Select the **Enable Playout from OverDrive** check box to allow payout of Inception Social running orders from OverDrive.
6. Do one of the following to authorize Overdrive to control payout:

- To use the existing authentication token:
  - › Copy the token from the **AuthToken** box.
  - › Save the token in a text file for later use configuring OverDrive to control Inception Social running orders.
- To generate a new authentication token:
  - › Click **Regenerate** to update the **AuthToken** box with a new authentication token.
  - › Copy the token from the **AuthToken** box.
  - › Save the token in a text file for later use configuring OverDrive to control Inception Social running orders.

★ If you regenerate the authentication token, the previous token no longer works. Without a working token you can no longer control the payout of Inception Social running orders from OverDrive.

7. In OverDrive, use the saved authentication token to configure control of Inception Social payout.

### For More Information on...

- how to configure OverDrive to control the payout of Inception Social running orders, refer to the **QuickTurn™** chapter in the *OverDrive User Guide*.

# Configuring Accounts

Creating and then publishing a story in Inception sends the story content out to one or more accounts. Use the Accounts and Feeds panel to create and modify the accounts Inception uses to publish stories.


This chapter discusses the following topics:

- Brightcove Account Configuration
- Facebook Account Configuration
- Flickr Account Configuration
- Instagram Account Configuration
- Sina Weibo Account Configuration
- Twitter Account Configuration
- Web Accounts
- Wire Account Configuration
- YouTube Account Configuration
- Enable or Disable an Account
- Delete an Account

## Brightcove Account Configuration

Brightcove is a leading global provider of cloud content services and provides a family of products you can use to publish and distribute the digital media. Follow the procedures in this section to create or edit an account to publish content to Brightcove.

### To create a Brightcove account

1. Log in to your Inception Server as a system administrator.
2. On the main toolbar, click the  **Configuration** icon. If the **Configuration** icon is not visible, you are not an administrator and cannot configure the server.

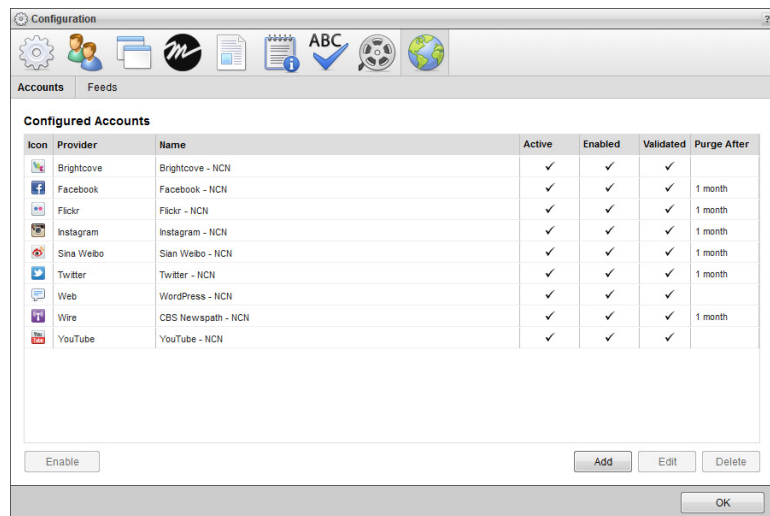
The **Configuration** window opens.

3. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.

The **Accounts and Feeds** panel opens.

4. Click the **Accounts** tab.

The **Accounts** tab opens.



5. Click **Add**.

The **Create New Account** settings open.

6. Use the **Account** list to select **Brightcove**.

7. Click **Next**.


The **Create Brightcove Account** settings open.

8. In the **Name** box, enter a name for the Brightcove account.
9. Select the **Transcode to Multiple Resolutions** check box to create multiple renditions of a media file using varying encoding rates and dimensions. Clear this check box to create a single VP6 rendition of a media file using the standard encoding rate and dimensions.
10. Select the **Preserve Source Rendition** check box to retain the H.264 source as a rendition. Along with selecting this check box, you must also do the following to preserve source rendition:
  - Select the **Transcode to Multiple Resolutions** check box.
  - Select a source media file that uses H.264 encoding.

Inception creates multiple VP6 renditions of the source media file and retains the H.264 source media file as an additional rendition.

11. Select the **Disable H.264 Processing** check box to not transcode H.264 media files.  
This check box is not available after selecting the **Transcode to Multiple Resolutions** check box.
12. Click **Next**.  
The Brightcove account settings open.
13. Click the **Brightcove Video Cloud portal** link.  
The Brightcove sign in web page opens.
14. Sign in to your **Brightcove Pro** or **Brightcove Enterprise** account.
15. In Brightcove, navigate to **Account Settings, API Management**.
16. In Brightcove, generate API keys for read and write access.  
We recommend you generate a unique set of read/write tokens for each Brightcove account you create.
17. In Brightcove, click **Copy** in the **Manage** column to copy the **Read** token data to the clipboard.
18. In Inception, paste the copied read token into the **Read Token** box.
19. In Brightcove, click **Copy** in the **Manage** column to copy the **Write** token data to the clipboard.
20. In Inception, paste the copied read token into the **Write Token** box.
21. Click **Save**.  
Inception adds the new Brightcove account to the list of available accounts.  
By default, only users with roles that include permission to manage ALL Brightcove accounts can publish content using the new account. You can assign account management permissions to other user roles.

#### To edit a Brightcove account

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.  
The **Accounts and Feeds** panel opens.
2. Click the **Accounts** tab.  
The **Accounts** tab opens showing the list of available accounts.
3. In the **Configured Accounts** list, select the **Brightcove** account to edit.
4. Click **Edit**.  
The **Edit Brightcove Account** settings open.
5. Edit accounts settings as required.
6. Click **Next** and **Back** to access the available accounts settings.
7. After completing the required account setting edits, click **Save** on the last page of account settings.


#### For More Information on...

- how to assign account management permissions, refer to the section “**Account Management Permission Assignment**” on page 3–10.
- how to enable or disable accounts, refer to the section “**Enable or Disable an Account**” on page 12–26
- how to delete accounts, refer to the section “**Delete an Account**” on page 12–26


## Facebook Account Configuration

Facebook is a social utility that connects people with friends and others who work, study, and live around them. Follow the procedures in this section to create or edit an account to publish content to Facebook.

### To create a Facebook account

1. Log in to your Inception Server as a system administrator.
2. On the main toolbar, click the  **Configuration** icon. If the **Configuration** icon is not visible, you are not an administrator and cannot configure the server.

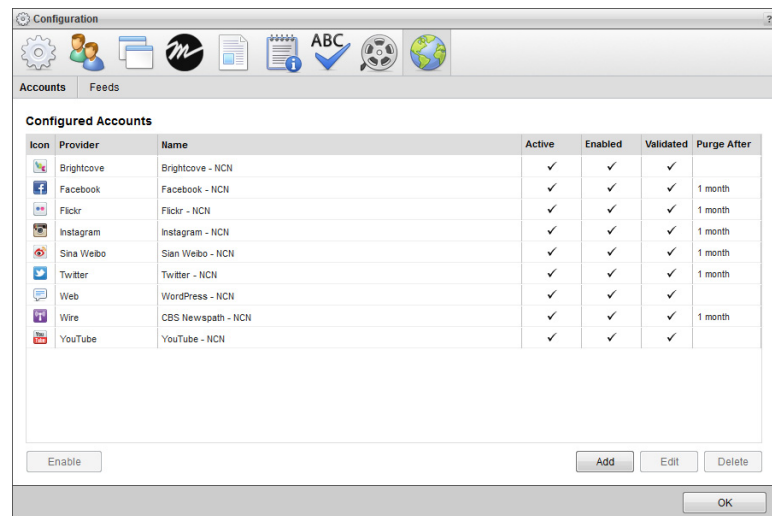
The **Configuration** window opens.

3. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.

The **Accounts and Feeds** panel opens.

4. Click the **Accounts** tab.

The **Accounts** tab opens.



5. Click **Add**.

The **Create New Account** settings open.

6. Use the **Account** list to select **Facebook**.

7. Click **Next**.

The **Create Facebook Account** settings open.

8. In the **Name** box, enter a name for the Facebook account.
9. In the **Purge After** box, enter the amount of time after which to delete old content from the associated Facebook managed feed.

The purge after time must be greater than or equal to 15 minutes and less than or equal to 180 days.

10. Use the list to the right of the **Purge After** box to select the time unit (**Days**, **Hours**, or **Minutes**) for the time entered in the **Purge After** box.

11. Click **Next**.

The authorize your Facebook account settings open.



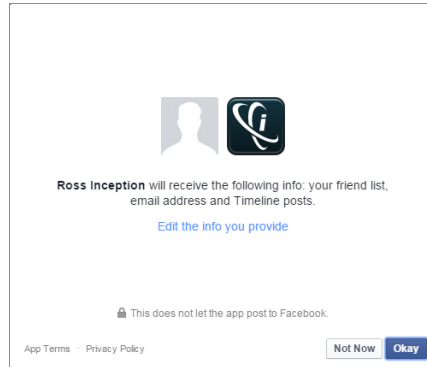
12. Click **Authorize Your Facebook Account**.

The **Facebook Login** web page opens in a new window.

If you have previously authorized your Facebook account with the Inception Facebook App, proceed to step **17**.

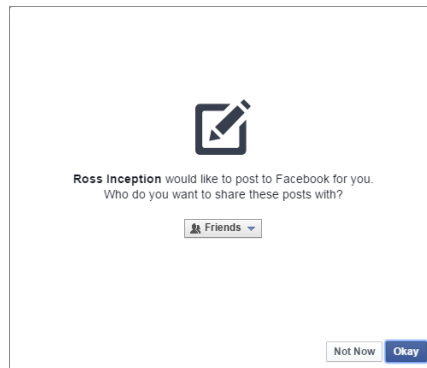
13. Log in to your Facebook account.

The **Ross Inception Receive** dialog box opens.



14. Click **Okay**.

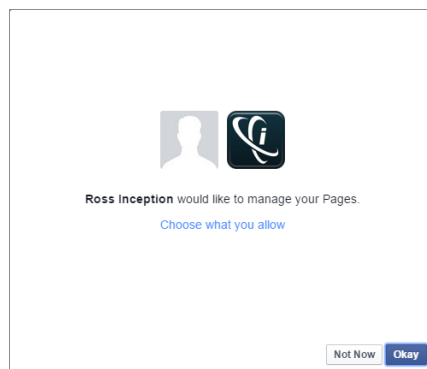
The **Ross Inception Facebook Post** dialog box opens.



15. Use the **Friends** list to select **Public**.

16. Click **Okay**.

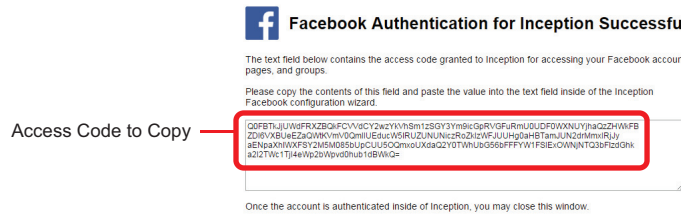
The **Ross Inception Facebook Manage Pages** dialog box opens.



17. Click **Okay**.

The **Facebook Authentication for Inception Successful** web page opens and displays an **Access Code** for the Inception Facebook App.

18. Copy the **Access Code** for the Inception Facebook App.



19. In **Inception**, paste the copied content into the **Access Code** box.

20. Click **Save**.

The **Edit Facebook Account** settings open.

21. Use the **Account Type** list to select the Facebook **Page** or Facebook **Group** to publish content.


When you do not select a specific page or group, Inception publishes stories to the Facebook News feed of the authenticated user.

22. Click **Save**.

Inception adds the new Facebook account to the list of accounts and creates an identically-named managed feed.

By default, only users with roles that include permission to manage ALL Facebook accounts can publish content using the new account. You can assign account management permissions to other user roles.

#### To edit a Facebook account

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.

The **Accounts and Feeds** panel opens.

2. Click the **Accounts** tab.

The **Accounts** tab opens showing the list of available accounts.

3. In the **Configured Accounts** list, select the **Facebook** account to edit.

4. Click **Edit**.

The **Edit Facebook Account** settings open.

5. Edit account settings as required.

6. To edit grayed out settings, click **Deauthorize**.

Click **Next** and **Back** to access the available account settings.

★ You cannot use deauthorized Facebook accounts until you re-establish authentication credentials.

7. After completing the required account setting edits, click **Save** on the last page of account settings.


#### For More Information on...

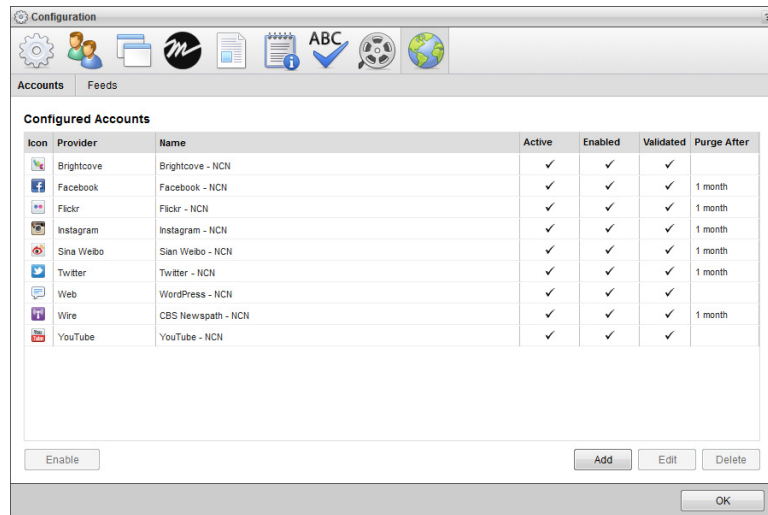
- how to assign account management permissions, refer to the section “**Account Management Permission Assignment**” on page 3–10.
- how to enable or disable accounts, refer to the section “**Enable or Disable an Account**” on page 12–26
- how to delete accounts, refer to the section “**Delete an Account**” on page 12–26

## Flickr Account Configuration

Flickr is one of the best online photo management and sharing applications in the world. Through Flickr, you can make your photos and videos available to the people who matter to you. Follow the procedures in this section to create or edit an account to publish content to Flickr.

### To create a Flickr account

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.  
The **Accounts and Feeds** panel opens.
2. Click the **Accounts** tab.  
The **Accounts** tab opens.



3. Click **Add**.  
The **Create New Account** settings open.
4. Use the **Account** list, to select **Flickr**.
5. Click **Next**.  
The **Create Flickr Account** settings open.
6. In the **Name** box, enter a name for the Flickr account.
7. In the **Purge After** box, enter the amount of time after which to delete old content from the associated Flickr managed feed.  
The purge after time must be greater than or equal to 15 minutes and less than or equal to 180 days.
8. Use the list to the right of the **Purge After** box to select the time unit (**Days**, **Hours**, or **Minutes**) for the time entered in the **Purge After** box.
9. Click **Next**.  
The Flickr application settings open.

10. Do one of the following to select the Flickr application to use:
  - a. To use the same Flickr application as an existing Flickr account, do the following:
    - Use the **Select an Account** list to select the existing Flickr application to use with the new Flickr account. The **Select an Account** list is only available when the Inception Server has one or more configured Flickr accounts.
    - Proceed to step **step 22**.
  - b. To create a new Flickr application for a Flickr account, continue with step **step 11**.

11. Click the **Flickr App Garden** link.

The **App Garden** web page opens.

12. On **The App Garden**, click the **Request an API Key** link to obtain an API Key and API Secret.

After a successful requests, **The App Garden** web page displays a **Key** and **Secret** for you new Flickr application.

13. Copy the **Key** of your application.
14. In **Inception**, paste the copied Key into the **App Key** box.
15. On **The App Garden** web page, copy the **Secret** of your application.
16. In **Inception**, paste the copied Secret into the **App Secret** box.
17. On **The App Garden** web page, click the **Edit auth flow for this app** link.

The **Edit Authentication Flow** web page opens.

18. In the **App Type** section, select the **Desktop Application** option.
19. Click **Save Changes**.
20. In **Inception**, click **Next**.
21. Click **Authorize Your Flickr Account**.

**Flickr** opens.

22. In **Flickr**, click **OK, I'LL AUTHORIZE IT**.


Flickr displays a nine-digit authorization PIN.

23. Copy the authorization **PIN**.
24. In **Inception**, paste the copied PIN into the **Pin** box.
25. Click **Save**.

Inception adds the new Flickr account to the list of accounts and creates an identically-named managed feed.

By default, only users with roles that include permission to manage ALL Flickr accounts can publish content using the new account. You can assign account management permissions to other user roles.

#### To edit a Flickr account

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.

The **Accounts and Feeds** panel opens.
2. Click the **Accounts** tab.

The **Accounts** tab opens showing the list of available accounts.
3. In the **Configured Accounts** list, select the **Flickr** account to edit.

4. Click **Edit**.  
The **Edit Flickr Account** settings open.
5. Edit account settings as required.
6. To edit authentication credentials exchanged between Flickr and Inception, you must click **Deauthorize** to deauthorize the Flickr account.
- ★ You must re-authorize your Flickr account before you can use the account to publish Inception content.
7. Click **Next** and **Back** to access the available account settings.
8. After completing the required account setting edits, click **Save** on the last page of account settings.



**For More Information on...**

- how to assign account management permissions, refer to the section “**Account Management Permission Assignment**” on page 3–10.
- how to enable or disable accounts, refer to the section “**Enable or Disable an Account**” on page 12–26
- how to delete accounts, refer to the section “**Delete an Account**” on page 12–26

## Instagram Account Configuration

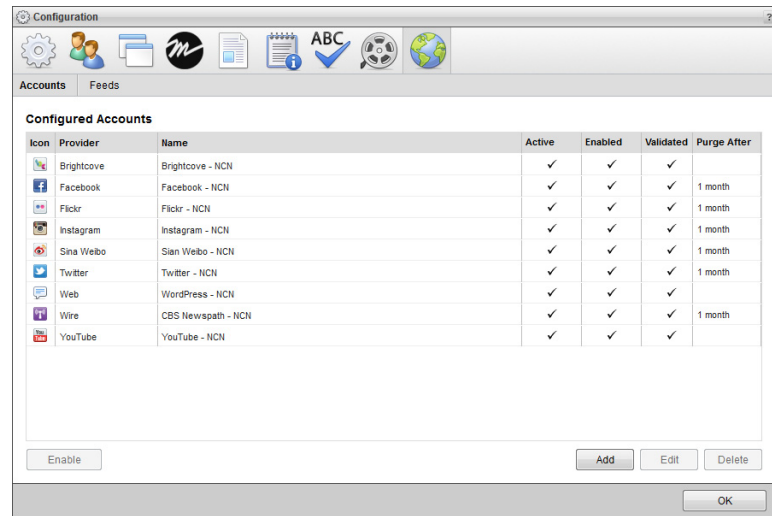
Instagram is an online photo-sharing, video-sharing, and social networking service. Instagram enables you to apply digital filters to the pictures that you take or the videos that you record, and then share your content on the following social networking services: Facebook, Twitter, Tumblr, Flickr, and foursquare.

**To create an Instagram account**

1. In a supported web browser, use the **IP Address** or **Fully Qualified Domain Name** of your Inception Server to open the Inception web page. For example:
  - **IP Address:** `http://10.0.20.11`
  - **Fully Qualified Domain Name:** `http://InceptionServer.Company.com`The **Login** panel opens.
2. Log in to your Inception Server as a system administrator.
3. On the main toolbar, click the  **Configuration** icon. If the **Configuration** icon is not visible, you are not an administrator and cannot configure the server.  
The **Configuration** window opens.
4. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.  
The **Accounts and Feeds** panel opens.

5. Click the **Accounts** tab.

The **Accounts** tab opens.



6. Click **Add**.

The **Create New Account** settings open.

7. Use the **Account** list, to select **Instagram**.

8. Click **Next**.

The **Create Instagram Account** settings open.

9. In the **Name** box, enter a name for the Instagram account.

10. In the **Purge After** box, enter the amount of time after which to delete old content from the associated Instagram managed feed.

The purge after time must be greater than or equal to 15 minutes and less than or equal to 180 days.

11. Use the list to the right of the **Purge After** box to select the time unit (**Days**, **Hours**, or **Minutes**) for the time entered in the **Purge After** box.

12. Click **Next**.

The Instagram application settings open.

13. Do one of the following to select the Instagram application to use:

- a. To use the same Instagram application as an existing Instagram account, do the following:

- Use the **Select an Account** list to select the existing Instagram application to use with the new Instagram account. The **Select an Account** list is only available when the Inception Server has one or more configured Instagram accounts.
- Proceed to step **step 22**.

- b. To create a new Instagram application for an Instagram account, continue with step **step 11**.

14. Click the **Instagram Developer portal** link.

The **Instagram API** web page opens.

15. Log in to your Instagram account.

16. In the **Getting Started** section, click **(1) Register**.

The **Manage Clients** web page opens.

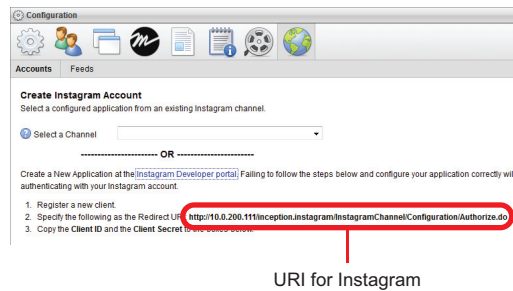
17. Click **Register a New Client**.

The **Register New Client ID** web page opens.

18. Enter the following information about your application:

- **Application Name** — the name of your Instagram application for Inception.
- **Description** — a description of your Instagram application for Inception.
- **Website** — the URL of your Inception Server.

19. In the **OAuth redirect\_uri** box, enter the **Redirect URI** from step 2 in the **Create Instagram Account** settings.



20. Complete the **Captcha**.

21. Click **Register**.

The **Manage Clients** web page displays client information for your new Instagram application.

22. Copy the **CLIENT ID** of your Instagram application.

23. In **Inception**, paste the copied CLIENT ID into the **Client ID** box.

24. In **Instagram**, copy the **CLIENT SECRET** for your Instagram application.

25. In **Inception**, paste the copied CLIENT SECRET into the **Client Secret** box.

26. Click **Next**.

27. Click **Authorize Your Instagram Account**.


**Instagram** opens.

28. In **Instagram**, click **Authorize**.

After Instagram successfully authorizes your Instagram application, Inception saves your new Instagram account and adds the account to the list of accounts. Inception also creates an identically-named managed feed for your Instagram account.

By default, only users with roles that include permission to manage ALL Instagram accounts can publish content using the new account. You can assign account management permissions to other user roles.

### To edit an Instagram account

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.

The **Accounts and Feeds** panel opens.

2. Click the **Accounts** tab.

The **Accounts** tab opens showing the list of available accounts.

3. In the **Configured Accounts** list, select the **Instagram** account to edit.

4. Click **Edit**.

The **Edit Instagram Account** settings open.

5. Edit account settings as required.

6. To edit authentication credentials exchanged between Instagram and Inception, you must click **Deauthorize** to deauthorize the Instagram account.
- ★ You must re-authorize your Instagram account before you can use the account to publish Inception content.
7. Click **Next** and **Back** to access the available account settings.
8. After completing the required account setting edits, click **Save** on the last page of account settings.

**For More Information on...**

- how to assign account management permissions, refer to the section “**Account Management Permission Assignment**” on page 3–10.
- how to enable or disable accounts, refer to the section “**Enable or Disable an Account**” on page 12–26
- how to delete accounts, refer to the section “**Delete an Account**” on page 12–26


## Sina Weibo Account Configuration


Sina Weibo is a Chinese micro blogging (weibo) website that connects you to the latest stories, ideas, opinions and news about what you find interesting in, 140 characters or less. Follow the procedures in this section to create or edit an account to publish content to Sina Weibo.

**To create a Sina Weibo account**

1. In a supported web browser, use the **IP Address** your Inception Server to open the Inception web page. For example:  

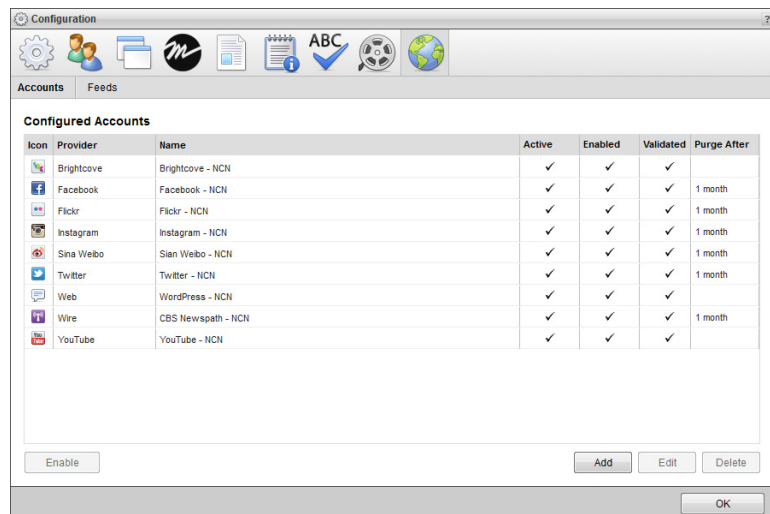
```
http://10.0.20.11
```

The **Login** panel opens.
2. Log in to your Inception Server as a system administrator.
3. On the main toolbar, click the  **Configuration** icon. If the **Configuration** icon is not visible, you are not an administrator and cannot configure the server.  




The **Configuration** window opens.
4. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.  

The **Accounts and Feeds** panel opens.
5. Click the **Accounts** tab.  

The **Accounts** tab opens.





6. Click **Add**.  
The **Create New Account** settings open.
7. Use the **Account** list, to select **Sina Weibo**.
8. Click **Next**.  
The **Create Sina Weibo Account** settings open.
9. In the **Name** box, enter a name for the Sina Weibo account.
10. In the **Purge After** box, enter the amount of time after which to delete old content from the associated Sina Weibo managed feed.  
The purge after time must be greater than or equal to 15 minutes and less than or equal to 180 days.
11. Use the list to the right of the **Purge After** box to select the time unit (**Days**, **Hours**, or **Minutes**) for the time entered in the **Purge After** box.
12. Click **Next**.  
The Sina Weibo application settings open.
13. Do one of the following to select the Sina Weibo web application to use:
  - a. To use the same Sina Weibo web application as an existing Sina Weibo account, do the following:
    - Use the **Select an Account** list to select the existing Sina Weibo web application to use with the new Sina Weibo account. The **Select an Account** list is only available when the Inception Server has one or more configured Sina Weibo account.
    - Proceed to step **step 29**.
  - b. To create a new Sina Weibo web application for a Sina Weibo account, continue with step **step 14**.
14. Click the **Sina Weibo Developer Portal** link.  
The **Sina Weibo Login** web page opens.
15. Click the **Blue** button to log in to your Sina Weibo account.
16. In **Sina Weibo**, create a new web application.
17. Open the  **应用信息 (Application)** web page for your new web application.
18. Open the  **高级信息 (Senior Information)** web page for your new web application.
19. In the **授权回调页 (Authorization Callback Page)** box, enter authorization URL displayed by Inception on the **Create Sina Weibo Account** page. For example:  
`http://10.0.20.11/inception.sinaweibo/SinaWeiboChannel/Configuration/Authorize.do`
20. In the **取消授权回调页 (Deauthorize Callback Page)** box, enter authorization URL displayed by Inception on the **Create Sina Weibo Account** page. For example:  
`http://10.0.20.11/inception.sinaweibo/SinaWeiboChannel/Configuration/Authorize.do`
21. Open the  **基本信息 (Basic Information)** web page.
22. Copy the displayed **App Key**.
23. In **Inception**, paste the copied App Key into the **Customer Key** box.
24. In **Sina Weibo**, copy the displayed **App Secret**.
25. In **Inception**, paste the copied App Secret into the **Customer Secret** box.

26. Click **Next**.

27. Click **Authorize Sina Weibo Account**.

The Sina Weibo Developer portal opens. You may need to provide your Sina Weibo login information.


28. Click the **Red** button, and then return to **Inception**.

29. Click **Save**.

Inception adds the new Sina Weibo account to the list of account and creates an identically-named managed feed.

By default, only users with roles that include permission to manage ALL Sina Weibo accounts can publish content using the new account. You can assign account management permissions to other user roles.

#### **To edit a Sina Weibo account**

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.

The **Accounts and Feeds** panel opens.

2. Click the **Accounts** tab.

The **Accounts** tab opens showing the list of available accounts.

3. In the **Configured Accounts** list, select the **Sina Weibo** account to edit.

4. Click **Edit**.

The **Edit Sina Weibo Account** settings open.

5. Edit account settings as required.

6. To edit authentication credentials exchanged between Sina Weibo and Inception, you must click **Deauthorize** to deauthorize the Sina Weibo account.

★ You must re-authorize your Sina Weibo account before you can use the account to publish Inception content.

7. Click **Next** and **Back** to access the available account settings.

8. After completing the required account setting edits, click **Save** on the last page of account settings.

★ When you reset the authorization keys, you also modify the Sina Weibo Application used by Inception to publish content to Sina Weibo. If have other Sina Weibo accounts that reference the modified Sina Weibo Application, you must re-authenticate each account individually, since resetting the authorization keys in Sina Weibo invalidates their credentials.


#### **For More Information on...**

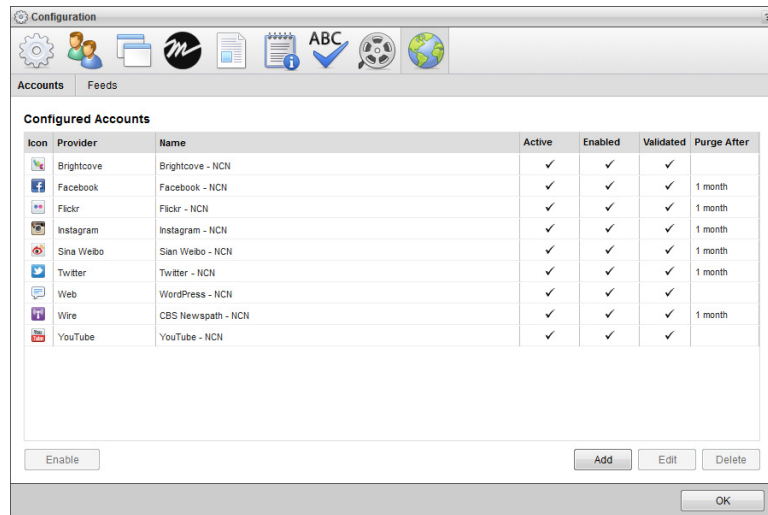
- how to assign account management permissions, refer to the section “**Account Management Permission Assignment**” on page 3–10.
- how to enable or disable accounts, refer to the section “**Enable or Disable an Account**” on page 12–26.
- how to delete accounts, refer to the section “**Delete an Account**” on page 12–26.

## Twitter Account Configuration

Twitter is a real-time information network that connects you to the latest stories, ideas, opinions and news about what you find interesting in, 140 characters or less. Follow the procedures in this section to create or edit an account to publish content to Twitter.

### To create a Twitter account

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.  
The **Accounts and Feeds** panel opens.
2. Click the **Accounts** tab.  
The **Accounts** tab opens.



3. Click **Add**.  
The **Create New Account** settings open.
4. Use the **Account** list, to select **Twitter**.
5. Click **Next**.  
The **Create Twitter Account** settings open.
6. In the **Name** box, enter a name for the Twitter account.
7. In the **Purge After** box, enter the amount of time after which to delete old content from the associated Twitter managed feed.  
The purge after time must be greater than or equal to 15 minutes and less than or equal to 180 days.
8. Use the list to the right of the **Purge After** box to select the time unit (**Days**, **Hours**, or **Minutes**) for the time entered in the **Purge After** box.
9. Click **Next**.  
The Twitter application settings open.

10. Do one of the following to select the Twitter application to use:
  - a. To use the same Twitter application as an existing Twitter account, do the following:
    - Use the **Select an Account** list to select the existing Twitter application to use with the new Twitter account. The **Select an Account** list is only available when the Inception Server has one or more configured Twitter accounts.
    - Proceed to step **step 22**.
  - b. To create a new Twitter application for a Twitter account, continue with step **step 11**.
11. Click the **Twitter Developer Portal** link.

The **Twitter Login** web page opens.
12. Log in to your Twitter account.
13. In **Twitter**, create a new application.
14. Click the **Settings** tab for the new application.
15. In the **Application Type** section, click the **Read, Write and Access direct messages** option for the **Access** setting.
16. Click **Update this Twitter application's settings**.
17. Click the **OAuth tool** tab for the application.
18. Copy the **Customer key** box.
19. In **Inception**, paste the copied Customer key into the **Customer Key** box.
20. In **Twitter**, copy the **Customer secret** box.
21. In **Inception**, paste the copied Customer secret into the **Customer Secret** box.
22. Click **Next**.
23. Click **Authorize Your Twitter Account**.

Twitter opens.


24. Click **Authorize app**.

Twitter displays a seven-digit authorization PIN.
25. Copy the authorization **PIN**.
26. In **Inception**, paste the copied PIN into the **Pin** box.
27. Click **Save**.

Inception adds the new Twitter account to the list of accounts and creates an identically-named managed feed.

By default, only users with roles that include permission to manage ALL Twitter accounts can publish content using the new account. You can assign account management permissions to other user roles.

#### To edit a Twitter account

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.

The **Accounts and Feeds** panel opens.
2. Click the **Accounts** tab.

The **Accounts** tab opens showing the list of available accounts.
3. In the **Configured Accounts** list, select the **Twitter** account to edit.
4. Click **Edit**.

The **Edit Twitter Account** settings open.

5. Edit account settings as required.
6. To edit authentication credentials exchanged between Twitter and Inception, you must click **Deauthorize** to deauthorize the Twitter account.
- ★ You must re-authorize your Twitter account before you can use the account to publish Inception content.
7. Click **Next** and **Back** to access the available account settings.
8. After completing the required account setting edits, click **Save** on the last page of account settings.
- ★ When you reset the authorization keys, you also modify the Twitter Application used by Inception to publish content to Twitter. If have other Twitter accounts that reference the modified Twitter Application, you must re-authenticate each account individually, since resetting the authorization keys in Twitter invalidates their credentials.

**For More Information on...**

- how to assign account management permissions, refer to the section “**Account Management Permission Assignment**” on page 3–10.
- how to enable or disable accounts, refer to the section “**Enable or Disable an Account**” on page 12–26.
- how to delete accounts, refer to the section “**Delete an Account**” on page 12–26.


## Web Accounts

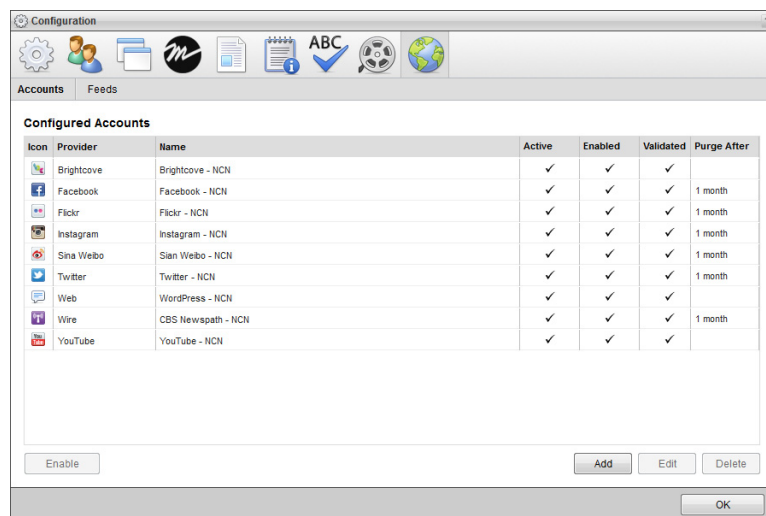
Inception uses a Web endpoint to publish stories to the WordPress or BIM content management systems.

### WordPress Account Configuration

Follow the procedures in this section to create or edit an account to publish content to WordPress.

**To create a WordPress account**

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.  
The **Accounts and Feeds** panel opens.
2. Click the **Accounts** tab.  
The **Accounts** tab opens.



3. Click **Add**.  
The **Create New Account** settings open.

4. Use the **Account** list to select **Web**.
5. Click **Next**.

The **Create Web Publishing Account** settings open.

6. In the **Name** box, enter a name for the WordPress account.
7. Use the **Type** list to select **WordPress**.
8. Click **Next**.

The WordPress connection settings open.

9. In the **Username** box, enter the username for logging in to your WordPress account.
10. In the **Password** box, enter the password for logging in to your WordPress account.
11. In the **Blog URL** box, enter the URL of the target blog.


Blog URLs must start with `http://`.

12. Click **Save**.

Inception adds the new WordPress account to the list of accounts.

By default, only users with roles that include permission to manage ALL Web accounts can publish content using the new account. You can assign account management permissions to other user roles.

#### To edit a WordPress account

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.

The **Accounts and Feeds** panel opens.

2. Click the **Accounts** tab.

The **Accounts** tab opens showing the list of available accounts.

3. In the **Configured Accounts** list, select the **WordPress** account to edit.
4. Click **Edit**.


The **Edit Web Publishing Account** settings open.

5. Edit account settings as required.
6. Click **Next** and **Back** to access the available account settings.
7. After completing the required account setting edits, click **Save** on the last page of account settings.

## BIM Account Configuration

Follow the procedures in this section to create or edit an account to publish content to BIM.

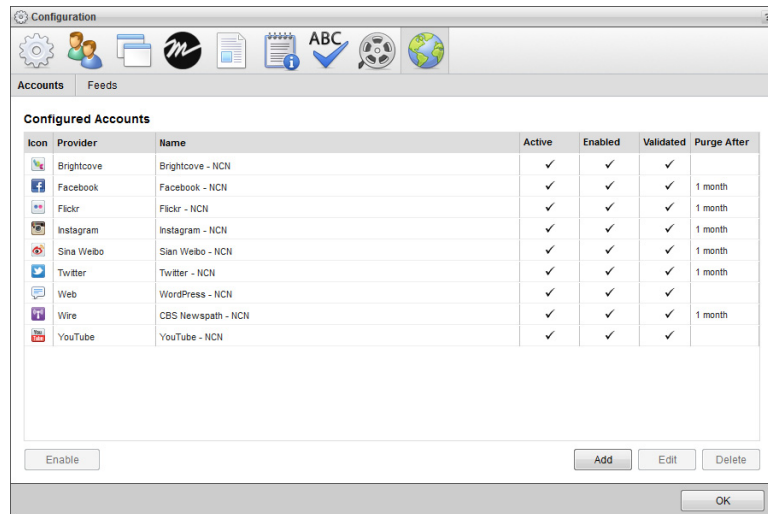
### To create a BIM account

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.

The **Accounts and Feeds** panel opens.

2. Click the **Accounts** tab.

The **Accounts** tab opens.



3. Click **Add**.

The **Create New Account** settings open.

4. Use the **Account** list to select **Web**.

5. Click **Next**.

The **Create Web Publishing Account** settings open.

6. In the **Name** box, enter a name for the BIM account.

7. Use the **Type** list to select **BIM**.

8. Click **Next**.

The BIM connection settings open.

9. In the **BIMcms Username** box, enter the username for logging in to your BIMcms account.

10. In the **BIMcms Password** box, enter the password for logging in to your BIMcms account.

11. In the **Customer ID** box, enter your BIMcms Customer ID.

12. In the **Station ID** box, enter your BIMcms Station ID.

13. In the **Media Source ID** box, enter your Media Source ID.

14. If you have a BIMvid account and want to include video in stories published to this account, do the following:
  - a. Select the **Enable BIMvid** check box.
  - a. In the **BIMvid Username** box, enter the username for logging in to your BIMvid account.
  - b. In the **BIMvid Password** box, enter the password for logging in to your BIMvid account.
  - c. In the **External Host** box, enter the external IP address or hostname of your Inception server.

Alternatively, click the **Lookup** button. The Lookup feature attempts to determine the external IP address, but it is not always successful and may report the gateway IP address instead. The **External Host** box displays the lookup results. If in doubt about the correct IP address or hostname, contact your network administrator.

The external IP address or hostname enables BIMvid to access Inception over the public Internet. BIMvid must access Inception to retrieve video for BIM stories.

15. Click **Next**.

The BIM publishing settings open.

16. Use the **Section** list to select the section of your BIMcms site to which this account publishes stories.

17. Click **Save**.

Inception adds the new BIM account to the list of accounts.

By default, only users with roles that include permission to manage ALL Web accounts can publish content using the new account. You can assign account management permissions to other user roles.

#### To edit a BIM account

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.

The **Accounts and Feeds** panel opens.

2. Click the **Accounts** tab.

The **Accounts** tab opens showing the list of available accounts.

3. In the **Configured Accounts** list, select the **BIM** account to edit.

4. Click **Edit**.

The **Edit Web Publishing Account** settings open.

5. Edit account settings as required.

6. Click **Next** and **Back** to access the available account settings.

7. To edit grayed out settings, click **Deauthorize**.

★ You cannot use deauthorized BIM accounts until you re-establish authentication credentials.

8. After completing the required account setting edits, click **Save** on the last page of account settings.

#### For More Information on...


- how to assign account management permissions, refer to the section “**Account Management Permission Assignment**” on page 3–10.
- how to enable or disable accounts, refer to the section “**Enable or Disable an Account**” on page 12–26
- how to delete accounts, refer to the section “**Delete an Account**” on page 12–26




## Wire Account Configuration

Wire accounts enable Inception to ingest broadcast news information from various wire services to help you to build extensive newscasts. Follow the procedures in this section to create or edit an account to ingest broadcast news information from a wire services

### To create a Wire account

1. Log in to your Inception Server as a system administrator.
2. On the main toolbar, click the  **Configuration** icon. If the **Configuration** icon is not visible, you are not an administrator and cannot configure the server.

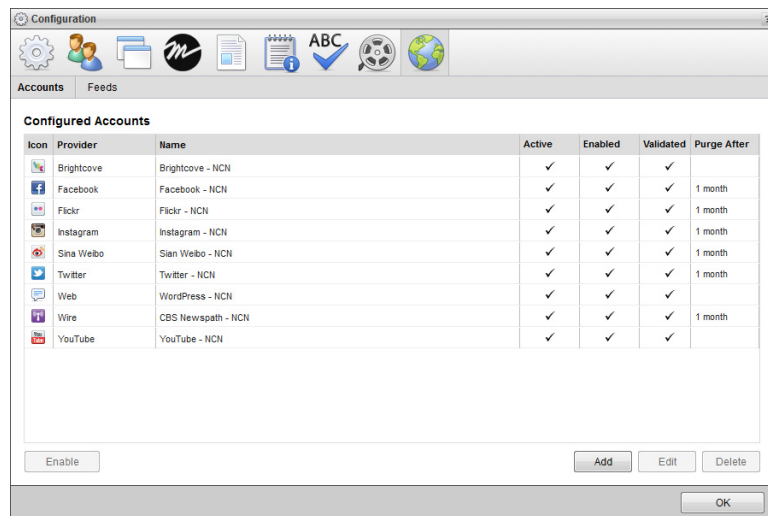
The **Configuration** window opens.

3. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.

The **Accounts and Feeds** panel opens.

4. Click the **Accounts** tab.

The **Accounts** tab opens.



5. Click **Add**.

The **Create New Account** settings open.

6. Use the **Account** list to select **Wire**.

7. Click **Next**.

The **Create Wire Account** settings open.

8. In the **Name** box, enter a name for the Wire account.

9. Use the **Provider** list to select the wire service that provides content for the Wire account.

10. Use the **Transport** list to select the network protocol to communicate with the selected wire service. The available network protocols are as follows:

- **FTP** — file Transfer Protocol over a TCP-based network.
- **Serial TCP** — transmission Control Protocol over a serial connection.
- **AP Web Feed** — Associated Press content feed over the web.

11. Use the **Format** list to select the format of the content ingested from selected wire service. The available formats are as follows:
  - **NEWSML-G2** — an XML based multimedia news exchange format standard published by the International Press Telecommunications Council (IPTC).
  - **ANPA-1312** — a news agency text markup specification published by the Newspaper Association of America that standardizes the content and structure of text news articles.
  - **NITF** — News Industry Text Format is an XML specification published by the International Press Telecommunications Council to standardize the content and structure of individual text news articles.
  - **AP ATOM** — a feed structure that contains an introduction and one or more content entries. Each entry contains metadata that describes the entry content of text, graphics, photos, audio, or links to video.
12. In the **Purge After** box, enter the amount of time after which to delete old content from the associated Wire managed feed.

The purge after time must be greater than or equal to 15 minutes and less than or equal to 180 days.
13. Use the list to the right of the **Purge After** box to select the time unit (**Days**, **Hours**, or **Minutes**) for the time entered in the **Purge After** box.
14. Select the **Send Notifications** check box to display a user notification in the message area for each wire that the wire account receives with an urgency at or above the urgency level selected from the **Minimum Urgency** list.
15. Use the **Minimum Urgency** list to select the minimum urgency level that a received wire must meet for Inception to display a notification to users. The most urgent content has an urgency level of 1, while the least urgent content has an urgency level of 9. Selecting **3** from this list configures Inception to send notifications when it receives a wire with a urgency level of **1**, **2**, or **3**.
16. Click **Next**.

The transport settings open.
17. The available transport settings depend on the network protocol that you selected from the **Transport** list.
  - **FTP** — when you select **FTP** from the **Transport** list, configure the following settings:
    - › **Host** — enter in this box the IP address or URL of the FTP site for the selected wire service.
    - › **Port** — enter in this box the FTP port number to connect to on the host.
    - › **Username** — enter in this box the username for the wire service FTP site.
    - › **Password** — enter in this box the password associated with the username.
    - › **Base Folder** — enter in this box the path to the folder on the wire service FTP site to start your search for wire content. (if it differs from the folder one arrives at upon initial connection)
    - › **Recurse Subfolders** — select this check box to search through the subfolders of the set Base Folder when searching for wire content. Clear this check box to only search the set Base Folder for wire content.

After you finish setting the required **FTP** transport settings, skip to step **20**.
  - **Serial TCP** — when you select **Serial TCP** from the **Transport** list, configure the following settings:
    - › **Host** — enter in this box the host name or IP address of the server for the selected wire service. When connecting through a DeviceMaster, enter the IP address of the DeviceMaster.
    - › **Port** — enter in this box the port number to connect to on the host. When connecting through a DeviceMaster, enter the port number that the DeviceMaster uses to listen for communication from the wire service hardware.

After you finish setting the required **Serial TCP** transport settings, skip to step **20**.

- **AP Web Feed** — when you select **AP Web Feed** from the **Transport** list, configure the following settings:
  - › **Entitlement URL** — this box displays the URL used to gather the list of content categories entitled to your Associated Press account. If required, you can edit this URL.
  - › **Content URL** — this box displays the URL used to access content from the content categories you select. If required, you can edit this URL.
  - › **Username** — enter in this box the username for your Associated Press account.
  - › **Password** — enter in this box the password associated with the username.

After you finish setting the required **AP Web Feed** transport settings, continue with to step **18**.

18. Click **Next**.


The entitlement list opens.

19. Use the **Entitlement** list to select one or more content categories to include in the wire feed.

20. Click **Save**.

Inception adds the new Wire account to the list of available accounts. By default, only users with roles that include permission to view feeds can gather content using the new account. You can assign feed viewing permissions to other user roles.

#### To edit a Wire account

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.

The **Accounts and Feeds** panel opens.

2. Click the **Accounts** tab.

The **Accounts** tab opens showing the list of available accounts.

3. In the **Configured Accounts** list, select the **Wire** account to edit.

4. Click **Edit**.

The **Edit Wire Account** settings open.

5. Edit accounts settings as required.

6. Click **Next** and **Back** to access the available accounts settings.

7. After completing the required account setting edits, click **Save** on the last page of account settings.


#### For More Information on...

- how to assign account management permissions, refer to the section “**Account Management Permission Assignment**” on page 3–10.
- how to enable or disable accounts, refer to the section “**Enable or Disable an Account**” on page 12–26
- how to delete accounts, refer to the section “**Delete an Account**” on page 12–26
- how to set up a wire service serial connection, refer to the section “**Setting Up a News Service Serial Connection**” on page 6–3 of the *Inception Server Installation Guide*.

# YouTube Account Configuration

YouTube enables billions of people to discover, watch and share originally created videos. Follow the procedures in this section to create or edit an account to publish content to YouTube.

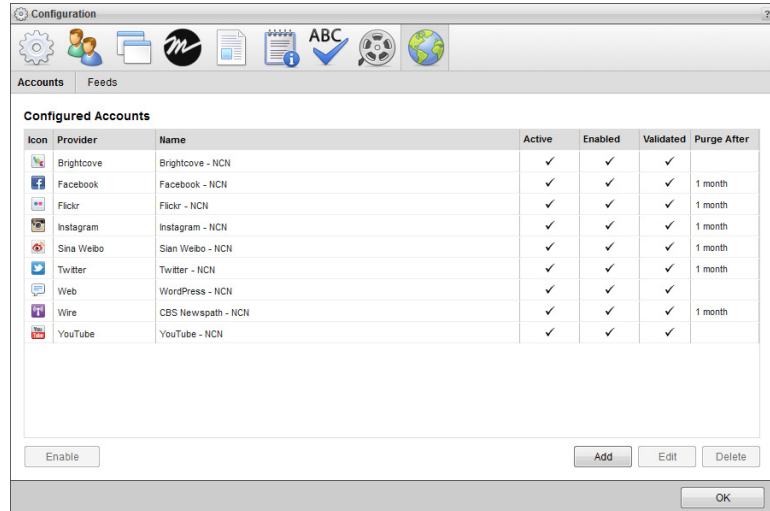
## To create a YouTube account

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.

The **Accounts and Feeds** panel opens.

2. Click the **Accounts** tab.

The **Accounts** tab opens.



3. Click **Add**.

The **Create New Account** settings open.

4. Use the **Account** list, to select **YouTube**.

5. Click **Next**.

The **Create YouTube Account** settings open.

6. In the **Name** box, enter a name for the YouTube account.

7. Click **Next**.

The YouTube application (product) settings open.

8. Do one of the following to select the YouTube application to use:

- a. To use the same YouTube application as an existing YouTube account, do the following:

- Use the **Select an Account** list to select the existing YouTube application to use with the new YouTube account. The **Select an Account** list is only available when the Inception Server has one or more configured YouTube accounts.
- Proceed to step **step 24**.

- b. To create a new YouTube application for a YouTube account, continue with step **step 9**.

9. Click the **Google Developers Console** link.

10. On the **Sign in to continue to Google Developers Console** web page, log in to your Google account.

★ The Google account you use to create a YouTube account must already have one or more YouTube channels.


11. On the **Google Developers Console** web page, click **Create Project**.
12. In the **New Project** dialog box, enter a name for your new project In the **PROJECT NAME** box.
13. Select the **I have read and agree to all Terms and Service for the Google Cloud Platform products** check box.
14. Click **Create**.
15. In the left sidebar, expand **APIs & Auth**, and click **APIs**.
16. In the API list, locate the **YouTube Data API v3** API and set the status to **ON** for the API.
17. In the left sidebar, click **Credentials**.
18. In the **Public API Access** section, click **Create New Key**.
19. In the **Create a new key** dialog box, click **Server Key**.
20. In the **Create a server key and configure allowed IPs** dialog box, enter the external IP address of your Inception Server.
21. Click **Create**.
22. In the **Key for server applications** table copy the displayed **API KEY**.
23. In **Inception**, paste the copied API KEY into the **Developer Key** box.
24. Click **Next**.
25. Click **Authorize Your YouTube Account**.

A Google web page opens. Google may require you to login.
26. Click **Grant access**.

Inception adds the new YouTube account to the list of accounts.

By default, only users with roles that include permission to manage ALL YouTube accounts can publish content using the new account. You can assign account management permissions to other user roles.

#### **To edit a YouTube account**

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.

The **Accounts and Feeds** panel opens.
2. Click the **Accounts** tab.

The **Accounts** tab opens showing the list of available accounts.
3. In the **Configured Accounts** list, select the **YouTube** account to edit.
4. Click **Edit**.

The **Edit YouTube Account** settings open.
5. In the **Name** box, edit the name of the YouTube account.
6. To edit authentication credentials exchanged between YouTube and Inception, you must click **Deauthorize** to deauthorize the YouTube account.
- ★ You must re-authorize your YouTube account before you can use the account to publish Inception content.
7. Click **Next** and **Back** to access the available account settings.
8. After completing the required account setting edits, click **Save** on the last page of account settings.
- ★ When you reset the authorization keys, you also modify the YouTube application used by Inception to publish content to YouTube. If have other YouTube accounts that reference the modified YouTube application, you must re-authenticate each account individually, since resetting the authorization keys in YouTube invalidates their credentials.

### For More Information on...


- how to assign account management permissions, refer to the section “**Account Management Permission Assignment**” on page 3–10.
- how to enable or disable accounts, refer to the section “**Enable or Disable an Account**” on page 12–26
- how to delete accounts, refer to the section “**Delete an Account**” on page 12–26

## Enable or Disable an Account


Inception automatically enables all new accounts that you create. You can disable an account, making it unavailable to users. Temporarily disabling accounts enables you to create many accounts and manage which ones are available for publishing. You can create any number of accounts, but your Inception license limits the number of accounts that you can enable at one time.

Only active accounts are available for publishing. To activate an account you must enable and validate the account. Inception validates accounts by connecting to the application associated with the account.

### To disable an account

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.  
The **Accounts and Feeds** panel opens.
2. Click the **Accounts** tab.  
The **Accounts** tab opens showing the list of available accounts.
3. In the **Configured Accounts** list, select the enabled account to disable.
4. Click **Disable**.  
Inception removes the check marks from the **Active** and **Enabled** columns of selected account.


### To enable an account

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.  
The **Accounts and Feeds** panel opens.
2. Click the **Accounts** tab.  
The **Accounts** tab opens showing the list of available accounts.
3. In the **Configured Accounts** list, select the disabled account to enable.
4. Click **Enable**.  
Inception adds check marks to the **Active** and **Enabled** columns of selected account.

## Delete an Account

★ You cannot delete an account that contains links to an Inception story.

### To delete an account

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.  
The **Accounts and Feeds** panel opens.
2. Click the **Accounts** tab.  
The **Accounts** tab opens showing the list of available accounts.

3. In the **Configured Accounts** list, select the account to delete.
4. Click **Delete**.  
A confirmation dialog box opens.
5. Click **OK**.  
Inception deletes the selected account from the list of accounts.





# Configuring Feeds

Feeds enable Inception to ingest content from Facebook, Flickr, Instagram, Mass Relevance, RSS, Twitter, and Wire services. You can select and add ingested content to a playlist, which Inception can make available to external systems such as character generators. You use the Accounts and Feeds panel to create, modify, and delete feeds.


This chapter discusses the following topics:

- Facebook Search-Based Feed Configuration
- Flickr Search-Based Feed Configuration
- Instagram Search-Based Feed Configuration
- Twitter Search-Based Feed Configuration
- Mass Relevance Feed Configuration
- RSS Feed Configuration
- Wire Search-Based Feed Configuration
- Enable or Disable a Feed
- Delete a Feed

## Facebook Search-Based Feed Configuration

Facebook is a social utility that connects people with friends and others who work, study, and live around them. Follow the procedures in this section to create or edit a Search-Based feed to ingest content from Facebook page or group that matches a search term.

### To create a Search-Based Facebook feed

1. Log in to your Inception Server as a system administrator.
2. On the main toolbar, click the  **Configuration** icon. If the **Configuration** icon is not visible, you are not an administrator and cannot configure the server.

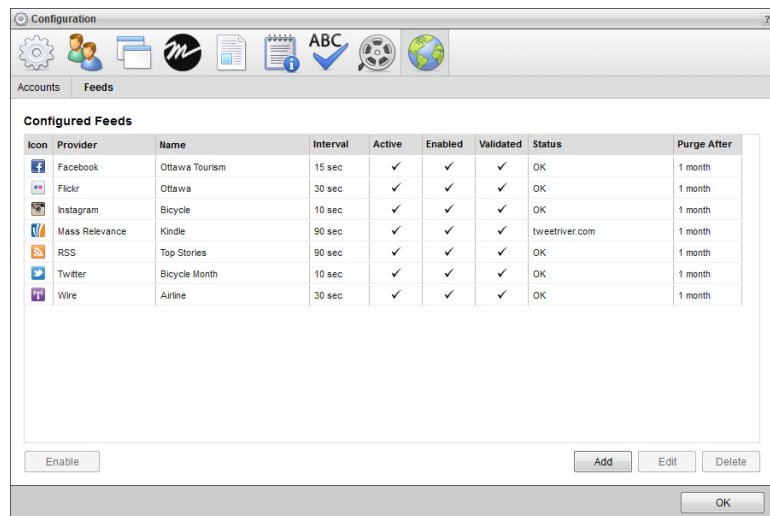
The **Configuration** window opens.

3. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.

The **Accounts and Feeds** panel opens.

4. Click the **Feeds** tab.

The **Feeds** tab opens.



5. Click **Add**.

The **Create New Feed** settings open.

6. Use the **Feed** list to select **Facebook**.


7. Click **Next**.

The **Create Facebook Feed** settings open.

8. In the **Name** box, enter a name for the search-base Facebook feed.
9. Select the **Enabled** check box to activate the feed and make it available to all users.
10. Use the **Type** list to select the Facebook location from which to gather content. The available options are as follows:
  - **Page** — the single Facebook page associated with the page ID displayed in the **Feed ID** box
  - **Group** — any of the Facebook pages associated with the group ID displayed in the **Feed ID** box.

11. In the **Feed Name** box, enter the name of the Facebook page or Facebook group from which to gather content.  
If you know the ID of the Facebook page or Facebook group from which to gather content, you can enter the ID in the **Feed ID** box and continue with **Click View Feed** to view the Facebook page or Facebook group associated with the entered **Feed ID** in a new web browser window.**step 14.**
12. Click **Lookup**.  
The **Feed Name** box changes to a list of most relevant Facebook pages or Facebook groups that match the name initially entered in the **Feed Name** box.
13. Use the **Feed Name** list to select the Facebook page or Facebook group for the feed.  
Inception enters the ID of the selected Facebook page or Facebook group in the **Feed ID** box.
14. Click **View Feed** to view the Facebook page or Facebook group associated with the entered **Feed ID** in a new web browser window.  
If the Facebook page or Facebook group that Inception displays is not the correct page or group, do the following:
  - Use the **Feed Name** list to select another Facebook page or Facebook group.
  - Click **Edit Search** to enter a new Facebook page or Facebook group name in the **Feed Name** box.
15. In the **Purge After** box, enter the amount of time after which to delete old content from the feed.  
The purge after time must be greater than or equal to 15 minutes and less than or equal to 60 days.
16. Use the list to the right of the **Purge After** box to select the time unit (**Days**, **Hours**, or **Minutes**) for the time entered in the **Purge After** box.
17. Click **Next**.  
Inception adds the new searched-based Facebook feed to the list of configured feeds. To view Facebook content ingested by the feed, open the feed in the **Facebook Feed Viewer**.

#### To edit a Search-Based Facebook feed

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.  
The **Accounts and Feeds** panel opens.
2. Click the **Feeds** tab.  
The **Feeds** tab opens showing the list of available feeds.
3. In the **Configured Feeds** list, select the **Facebook** feed to edit.
4. Click **Edit**.  
The **Edit Facebook Feed** settings open.
5. Edit feed settings as required.  
If you change the search query, any items returned by the previous query remain in the feed. Feeds display gathered content in chronological order; therefore, the top of the feed displays the results returned by the edited search query.
6. After completing the required feed setting edits, click **Save**.


#### For More Information on...

- how to delete feeds, refer to the section “**Delete a Feed**” on page 13–15

## Flickr Search-Based Feed Configuration

Flickr is one of the best online photo management and sharing applications in the world. Through Flickr, you can make your photos and videos available to the people who matter to you. Follow the procedures in this section to create or edit a Search-Based feed to ingest content from Flickr that matches a search term.

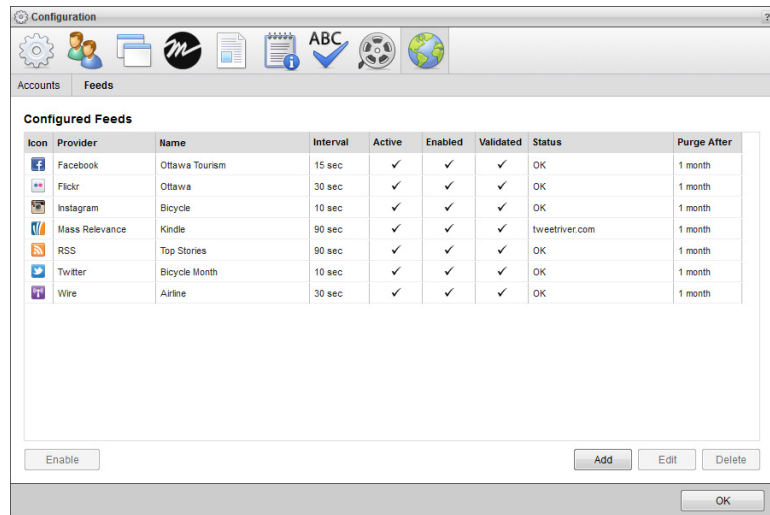
### To create a Search-Based Flickr feed

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.

The **Accounts and Feeds** panel opens.

2. Click the **Feeds** tab.

The **Feeds** tab opens.



3. Click **Add**.

The **Create New Feed** settings open.

4. Use the **Feed** list to select **Flickr**.

5. Click **Next**.

The **Create Flickr Feed** settings open.

6. In the **Name** box, enter a name for the search-base Flickr feed.

7. Select the **Enabled** check box to active the feed and make it available to all users.

8. In the **Search Query** box, enter the term or terms with which to gather content from Flickr.

9. In the **Purge After** box, enter the amount of time after which to delete old content from the feed.

The purge after time must be greater than or equal to 15 minutes and less than or equal to 60 days.

10. Use the list to the right of the **Purge After** box to select the time unit (**Days**, **Hours**, or **Minutes**) for the time entered in the **Purge After** box.

11. To only include Flickr content that matches a selected Flickr Creative Commons license in your search, complete the following steps:

- a. Select the **License Filtering** check box.

For more information about the Flickr Creative Commons license, click the **More Information** link.

- b. Use the **Licenses** list to select the Flickr Create Commons license that Flickr content must match for your search.

12. Use the **Safe Search** list to select the safety level for your search. The available safety levels are as follows:
  - **Safe** — content that is suitable for a global, public audience.
  - **Moderate** — content that might not be suitable for a global, public audience but is not need restricted.
  - **Restricted** — content that you would not show your mother, and definitely should not be seen by children.

13. To limit your search to a geographic region, complete the following steps:

- a. Select the **GeoTargeted** check box.
- b. In the **Location** box, enter the name of the location to center your search.
- c. Click **Lookup**.

Inception loads the latitude value and longitude value of the entered location into the Latitude and Longitude boxes.


When Inception cannot find a latitude value and a longitude value for a location, you can enter the correct values in the **Latitude** and **Longitude** boxes. Enter the latitude value as decimal degrees (-90.00000000 to 90.00000000). Positive values are North of the equator. Enter the longitude value as decimal degrees (-180.00000000 to 180.00000000). Positive values are East of the Prime Meridian (Greenwich Meridian).

- d. In the **Radius** box, enter the radius of the area around the selected location to search for tweets.
- e. Use the **Units** list to select the measurement unit (miles or kilometers) for the entered search radius.

14. Click **Next**.

Inception adds the new searched-base Flickr feed to the list of configured feeds. To view Flickr content ingested by the feed, open the feed in the **Flickr Feed Viewer**.

#### To edit a Search-Based Flickr feed

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.

The **Accounts and Feeds** panel opens.

2. Click the **Feeds** tab.

The **Feeds** tab opens showing the list of available feeds.

3. In the **Configured Feeds** list, select the **Flickr** feed to edit.

4. Click **Edit**.

The **Edit Flickr Feed** settings open.

5. Edit feed settings as required.

If you change the search query, any items returned by the previous query remain in the feed. Feeds display gathered content in chronological order; therefore, the top of the feed displays the results returned by the edited search query.

6. After completing the required feed setting edits, click **Save**.


#### For More Information on...

- how to delete feeds, refer to the section “**Delete a Feed**” on page 13–15

## Instagram Search-Based Feed Configuration

Instagram is an online photo-sharing, video-sharing, and social networking service that enables you to apply digital filters to the pictures that you take or the videos that your record. Follow the procedures in this section to create or edit a Search-Based feed to ingest content from Instagram that matches a search term.

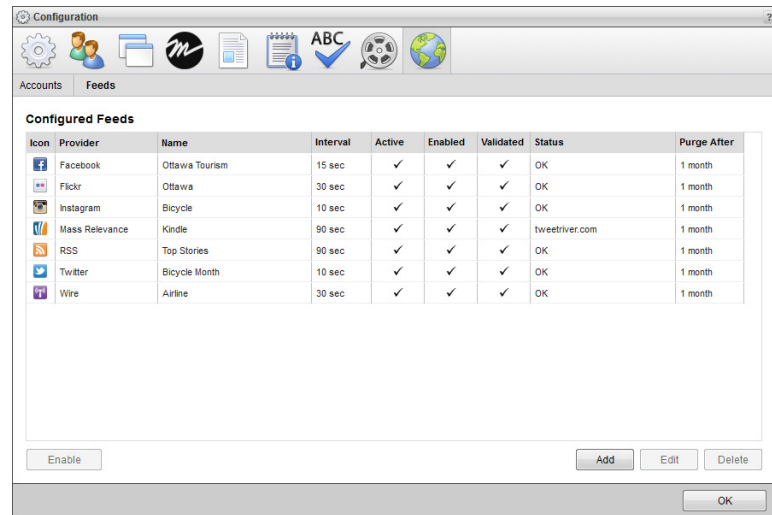
### To create a Search-Based Instagram feed

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.

The **Accounts and Feeds** panel opens.

2. Click the **Feeds** tab.

The **Feeds** tab opens.



3. Click **Add**.

The **Create New Feed** settings open.

4. Use the **Feed** list to select **Instagram**.

5. Click **Next**.

The **Create Instagram Feed** settings open.

6. In the **Name** box, enter a name for the search-base Instagram feed.
7. Select the **Enabled** check box to active the feed and make it available to all users.
8. In the **Search Query** box, enter the term or terms with which to gather content from Instagram.
9. Use the **Query On** list to select the information queried by the entered **Search Query**. The available options are as follows:
  - **Hash Tag** — hash tags associated with Instagram posts.
  - **User** — Instagram user names.
10. In the **Purge After** box, enter the amount of time after which to delete old content from the feed.

The purge after time must be greater than or equal to 15 minutes and less than or equal to 60 days.
11. Use the list to the right of the **Purge After** box to select the time unit (**Days**, **Hours**, or **Minutes**) for the time entered in the **Purge After** box.
12. Click **Next**.

Inception adds the new searched-base Instagram feed to the list of configured feeds. To view Instagram content ingested by the feed, open the feed in the **Instagram Feed Viewer**.

### To edit a Search-Based Instagram feed

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.

The **Accounts and Feeds** panel opens.

2. Click the **Feeds** tab.

The **Feeds** tab opens showing the list of available feeds.

3. In the **Configured Feeds** list, select the **Instagram** feed to edit.

4. Click **Edit**.

The **Edit Instagram Feed** settings open.

5. Edit feed settings as required.

If you change the search query, any items returned by the previous query remain in the feed. Feeds display gathered content in chronological order; therefore, the top of the feed displays the results returned by the edited search query.

6. After completing the required feed setting edits, click **Save**.

#### For More Information on...

- how to delete feeds, refer to the section “**Delete a Feed**” on page 13–15

## Twitter Search-Based Feed Configuration

Twitter is a real-time information network that connects you to the latest stories, ideas, opinions and news about what you find interesting in, 140 characters or less. Follow the procedures in this section to create or edit a Search-Based feed to ingest content from Twitter that matches a search query.

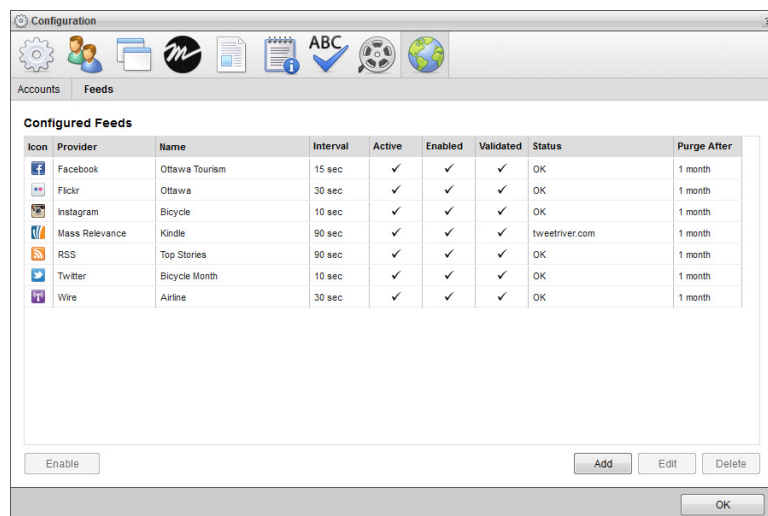
### To create a Search-Based Twitter feed

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.

The **Accounts and Feeds** panel opens.

2. Click the **Feeds** tab.

The **Feeds** tab opens.



3. Click **Add**.

The **Create New Feed** settings open.

4. Use the **Feed** list to select **Twitter**.

5. Click **Next**.

The **Create Twitter Feed** settings opens.

6. In the **Name** box, enter a name for the Twitter feed.
7. Select the **Enabled** check box to active the feed and make it available to all users.
8. In the **Search Query** box, enter the query with which to search Twitter content.

Inception adds Twitter content that matches the search term to the feed. To view the feed, open it in the **Twitter Feed Viewer**.

The following table lists the valid operators for constructing a Twitter search:

Search Operators	Description of Tweets Found
twitter search	containing both “twitter” and “search”
"happy hour"	containing the exact phrase “happy hour”
love OR hate	containing either “love” or “hate” (or both)
beer -root	containing “beer” but not “root”
#haiku	containing the hashtag “haiku”
from:ross_video	sent from person “ross_video”
to:ross_video	sent to person “ross_video”
@ross_video	referencing person “ross_video”
superhero since:2010-12-27	containing “superhero” and sent since date “2010-12-27” (year, month, day)
train until:2010-12-27	containing “train” and sent up to date “2010-12-27”
movie -scary :)	containing “movie”, but not “scary”, and with a positive attitude
flight :(	containing “flight” and with a negative attitude
traffic ?	containing “traffic” and asking a question
hilarious filter:links	containing “hilarious” and with a URL
news source:tweet_button	containing “news” and entered via the Tweet Button

9. In the **Purge After** box, enter the amount of time after which to delete old content from the feed.  
The purge after time must be greater than or equal to 15 minutes and less than or equal to 60 days.
10. Use the list to the right of the **Purge After** box to select the time unit (**Days**, **Hours**, or **Minutes**) for the time entered in the **Purge After** box.
11. Use the **Language** list to select the language of the tweets to include in the search results.
12. To include retweets in the search results, select the **Include Retweets** check box. Clear this check box to exclude retweets from the search results



13. To limit your search to a geographic region, select the **Enable GeoTargeting** check box and complete the following steps:

- a. In the **Location** box, enter the name of the location to center your search.
- b. Click **Lookup**.

Inception loads the latitude value and longitude value of the entered location into the Latitude and Longitude boxes.


When Inception cannot find a latitude value and a longitude value for a location, you can enter the correct values in the **Latitude** and **Longitude** boxes. Enter the latitude value as decimal degrees (-90.00000000 to 90.00000000). Positive values are North of the equator. Enter the longitude value as decimal degrees (-180.00000000 to 180.00000000). Positive values are East of the Prime Meridian (Greenwich Meridian).

- c. In the **Radius** box, enter the radius of the area around the selected location to search for tweets.
- d. Use the **Units** list to select the measurement unit (miles or kilometers) for the entered search radius.

14. Click **Next**.

Inception adds the new searched-base Twitter feed to the list of configured feeds. To view Twitter content ingested by the feed, open the feed in the **Twitter Feed Viewer**.

#### **To edit a Search-Based Twitter feed**

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.

The **Accounts and Feeds** panel opens.

2. Click the **Feeds** tab.

The **Feeds** tab opens showing the list of available feeds.

3. In the **Configured Feeds** list, select the **Twitter** feed to edit.

4. Click **Edit**.

The **Edit Twitter Feed** settings open.

5. Edit feed settings as required.

If you change the search query, any items returned by the previous query remain in the feed. Feeds display gathered content in chronological order; therefore, the top of the feed displays the results returned by the edited search query.

6. After completing the required feed setting edits, click **Save**.


#### **For More Information on...**

- how to delete feeds, refer to the section “**Delete a Feed**” on page 13–15

## Mass Relevance Feed Configuration

Mass Relevance is a social experience platform that helps brands, media and agencies involve and connect with audiences by integrating social media into their marketing and advertising efforts. Through a Mass Relevance feed you can ingest pre-moderated content from the Mass Relevance platform. Follow the procedures in this section to create or edit a feed to ingest content from the Mass Relevance platform.

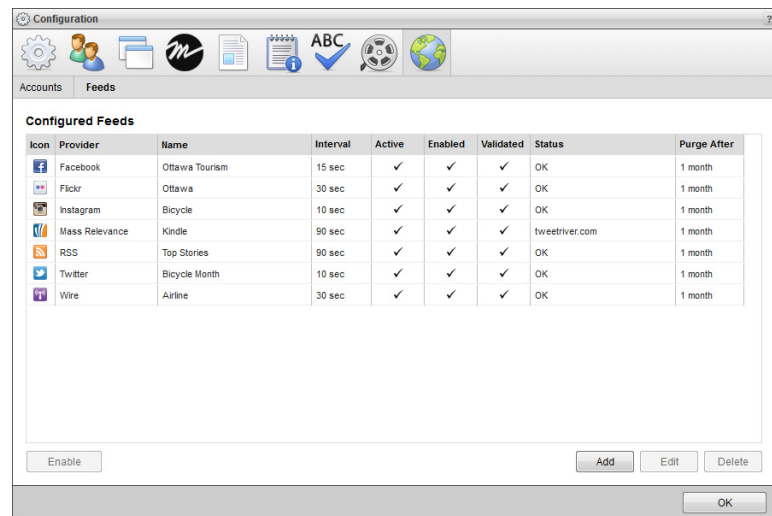
### To create a Mass Relevance feed

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.

The **Accounts and Feeds** panel opens.

2. Click the **Feeds** tab.

The **Feeds** tab opens.



3. Click **Add**.

The **Create New Feed** settings open.

4. Use the **Feed** list to select **Mass Relevance**.


5. Click **Next**.

The **Create Mass Relevance Feed** settings open.

6. In the **Name** box, enter a name for the Mass Relevance feed.
7. Select the **Enabled** check box to activate the feed and make it available to all users.
8. In the **URL** box, enter the URL address to access the Mass Relevance source of the feed.
9. In the **Update Interval** box, enter the number of seconds to wait before rechecking the Mass Relevance **URL** for new content.
10. In the **Purge After** box, enter the amount of time after which to delete old content from the feed.  
The purge after time must be greater than or equal to 15 minutes and less than or equal to 60 days.
11. Use the list to the right of the **Purge After** box to select the time unit (**Days**, **Hours**, or **Minutes**) for the time entered in the **Purge After** box.
12. Click **Next**.

Inception adds the new Mass Relevance feed to the list of configured feeds. To view Mass Relevance content ingested by the feed, open the feed in the **Mass Relevance Feed Viewer**.

### To edit a Mass Relevance feed

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.  
The **Accounts and Feeds** panel opens.
2. Click the **Feeds** tab.  
The **Feeds** tab opens showing the list of available feeds.
3. In the **Configured Feeds** list, select the **Mass Relevance** feed to edit.
4. Click **Edit**.  
The **Edit Mass Relevance Feed** settings open.
5. Edit feed settings as required.  
You cannot change the **URL** for a Mass Relevance feed.
6. After completing the required feed setting edits, click **Save**.


#### For More Information on...

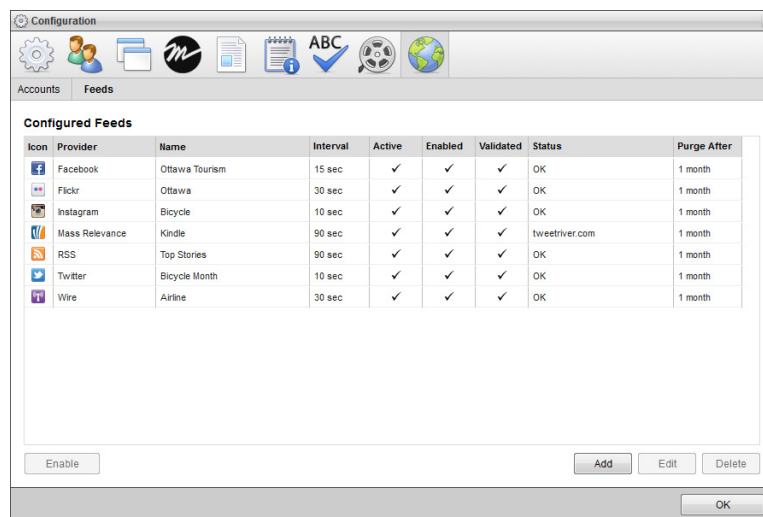
- how to delete feeds, refer to the section “**Delete a Feed**” on page 13–15

## RSS Feed Configuration

RSS feeds enable the ingestion of content from millions of web sites across the internet. Follow the procedures in this section to create or edit a feed to ingest content from an RSS feed that matches a search query.


### To create an RSS feed

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.  
The **Accounts and Feeds** panel opens.
2. Click the **Feeds** tab.  
The **Feeds** tab opens.



3. Click **Add**.  
The **Create New Feed** settings open.
4. Use the **Feed** list to select **RSS**.
5. Click **Next**.  
The **Create RSS Feed** settings opens.
6. In the **Name** box, enter a name for the RSS feed.
7. Select the **Enabled** check box to active the feed and make it available to all users.
8. In the **URL** box, enter the URL address to access the RSS feed source.
9. In the **Purge After** box, enter the amount of time after which to delete old content from the feed.  
The purge after time must be greater than or equal to 15 minutes and less than or equal to 60 days.
10. Use the list to the right of the **Purge After** box to select the time unit (**Days**, **Hours**, or **Minutes**) for the time entered in the **Purge After** box.
11. Click **Next**.  
Inception adds the new RSS feed to the list of configured feeds. To view RSS content ingested by the feed, open the feed in the **RSS Feed Viewer**.

#### To edit an RSS feed

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.  
The **Accounts and Feeds** panel opens.
2. Click the **Feeds** tab.  
The **Feeds** tab opens showing the list of available feeds.
3. In the **Configured Feeds** list, select the **RSS** feed to edit.
4. Click **Edit**.  
The **Edit RSS Feed** settings open.
5. Edit feed settings as required.  
You cannot change the **URL** for an RSS feed.
6. After completing the required feed setting edits, click **Save**.


#### For More Information on...

- how to delete feeds, refer to the section “**Delete a Feed**” on page 13–15

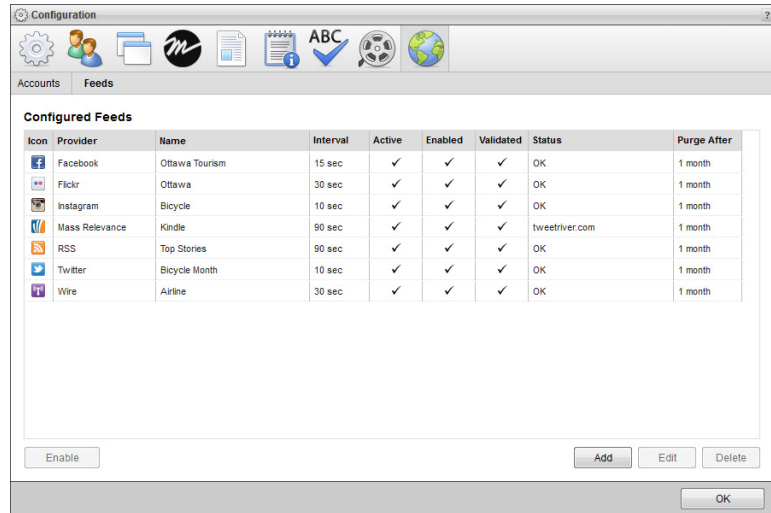
## Wire Search-Based Feed Configuration

Wire feeds the ingestion of broadcast news information from various wire services. Follow the procedures in this section to create or edit a feed to ingest content from a wire services that matches a search query.

#### To create a Search-Based Wire feed

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.  
The **Accounts and Feeds** panel opens.
2. Click the **Feeds** tab.

The **Feeds** tab opens.



3. Click **Add**.

The **Create New Feed** settings open.

4. Use the **Feed** list to select **Wire**.

5. Click **Next**.

The **Create Wire Feed** settings opens.

6. In the **Name** box, enter a name for the Search-Based Wire feed.

7. Use the **Wire** list to select the Wire account to use as the content source for the feed.

8. Select the **Enabled** check box to activate the feed and make it available to all users.

9. In the **Query** box, enter the term or terms that content from the selected Wire account must contain for Inception to add the content to the Search-Based Wire feed.

10. In the **Purge After** box, enter the amount of time after which to delete old content from the feed.

The purge after time must be greater than or equal to 15 minutes and less than or equal to 60 days.

11. Use the list to the right of the **Purge After** box to select the time unit (**Days**, **Hours**, or **Minutes**) for the time entered in the **Purge After** box.

12. In the **Categories** box, enter the category or categories that content from the selected Wire account must be part of for Inception to add the content to the feed. When you enter multiple categories, use a space or comma to separate each category.

The **Category** column in the **Wire Feed Viewer** displays the various categories of Wire content.

13. In the **Providers** box, enter the content provider or providers that content from the selected Wire account must come from for Inception to add the content to the feed. When you enter multiple content providers, use a space or comma to separate each category.

The **Provider** column in the **Wire Feed Viewer** displays the various providers of Wire content.

14. Use the **Minimum Urgency** list to select the minimum urgency level that content from the selected Wire account must meet for Inception to add the content to the feed.

The most urgent content has an urgency level of **1**, while the least urgent content has an urgency level of **9**. The **Urgency** column in the **Wire Feed Viewer** displays the urgency level of Wire content.

15. Click in the **From** box to use the **Calendar** tool to select the earliest issue date for Inception to add content from the selected Wire account to the feed.

The **Issue Date** column in the **Wire Feed Viewer** displays the issue date of Wire content.

16. Click in the **To** box to use the **Calendar** tool to select the latest issue date for Inception to add content from the selected Wire account to the feed.


The **Issue Date** column in the **Wire Feed Viewer** displays the issue date of Wire content.

17. Select the **Send Notifications** check box to display a user notification in the message area each time Inception adds content to the Search-Based Wire feed.

18. Click **Next**.

Inception adds the new Search-Based Wire feed to the list of configured feeds. To view Wire content ingested by the feed, open the feed in the **Wire Feed Viewer**.

#### To edit a Search-Based Wire feed

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.

The **Accounts and Feeds** panel opens.

2. Click the **Feeds** tab.

The **Feeds** tab opens showing the list of available feeds.

3. In the **Configured Feeds** list, select the **Wire** feed to edit.

4. Click **Edit**.

The **Edit Wire Feed** settings open.

5. Edit feed settings as required.

You cannot change the **URL** for an RSS feed.

6. After completing the required feed setting edits, click **Save**.

#### For More Information on...

- how to delete feeds, refer to the section “**Delete a Feed**” on page 13–15

## Enable or Disable a Feed

When you create a feed you can choose to enable to feed and make it available to users. When you do not want users to access information ingested by a feed, you can disable the feed to make it unavailable to users.

#### To disable a feed

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.

The **Accounts and Feeds** panel opens.

2. Click the **Feeds** tab.


The **Feeds** tab opens showing the list of available feeds.

3. In the **Configured Feeds** list, select the feed to disable.

4. Click **Disable**.


Inception removes the check marks from the **Active** and **Enabled** columns of selected feed.

### To enable an account

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.  
The **Accounts and Feeds** panel opens.
2. Click the **Feeds** tab.  
The **Feeds** tab opens showing the list of available feeds.
3. In the **Configured Feeds** list, select the disabled feed to enable.
4. Click **Enable**.  
Inception adds check marks to the **Active** and **Enabled** columns of selected account.

## Delete a Feed

### To delete a feed

1. On the **Configuration** window toolbar, click the  **Accounts and Feeds** icon.  
The **Accounts and Feeds** panel opens.
2. Click the **Feeds** tab.  
The **Feeds** tab opens showing the list of available feeds.
3. In the **Configured Feeds** list, select the feed to delete.
4. Click **Delete**.  
A confirmation dialog box opens.
5. Click **OK**.  
Inception deletes the selected searched-base feed from the list of feeds.





# Importing Contacts

Inception contains a built-in contact manager that enables Inception user to keep track of the contacts that they consult while developing content for an assignment. Through the Contact Manager you can quickly import contacts from a Comma Separated Values (CSV) file into a global contact list shared by all Inception users.

★ You require an NCS license for your Inception Server to use the Contact Manager. Please contact Ross Video to purchase an NCS license for your Inception Server.

This chapter discusses the following topics:

- Contact Import File Format
- Import Contacts

## Contact Import File Format

The name of the contact import file must contain the extension `.csv`. The first line in the contact import file must contain the following headings in the listed order:

1. First Name
2. Last Name
3. Middle Name
4. E-mail
5. Phone
6. Mobile
7. Fax
8. Title
9. Department
10. Office
11. Address
12. Address Two
13. City
14. State
15. Postal Code
16. Country
17. Notes

Heading names must not contain extra whitespace, for example:

“First Name” — works, no extra whitespace.

“First Name ” — does not work, you must remove the trailing whitespace.

- ★ When you import contacts from a file into the Contact Manager, Inception ignores any contact information contained in columns other than the listed 17 columns.


## Import Contacts

- ★ You cannot use mobile devices to import contacts into the Contact Manager.

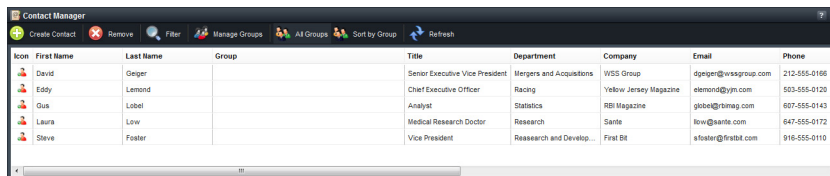
### To import contacts into the Contact Manager

1. Gather the contacts that you want to import into Inception in an **Comma Separated Values (CSV)** file.

The name of the contact import file must contain the extension `.csv`, and the first line in the file must contain the 17 headings listed in the “**Contact Import File Format**” section.

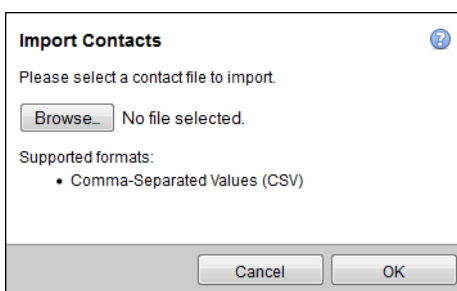
2. From the main toolbar, click the  **Contact Manager** icon.

The **Contact Manager** panel opens.



3. From the **Contact Manager** toolbar, click the  **Import Contacts** icon.

The **Import Contacts** dialog box opens.



4. Click **Browse**.

The **File Upload** dialog box opens displaying the local file system of your computer.

5. Locate and select the **Comma Separated Values (CSV)** file that contains the contacts that you want to import into the **Contacts Manager**.

6. Click **Open**.

The **File Upload** dialog box closes, and the **Import Contacts** dialog box displays the name of the selected file.

7. In the **Import Contacts** dialog box, click **OK**.

The **Import Contacts** dialog box closes, and Inception imports the contacts contained in the selected file into the **Contact Manager**. Inception displays the new contacts in the **Contact Manager** panel.

**For More Information on...**

- managing and working with contacts, refer to the chapter “**Managing Your Contacts**” on page 15–1. of the *Inception User Guide*.



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This option is useful when you wish to copy part of the code of the Library into a program that is not a library.

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5. A program that contains no derivative of any portion of the Library, but is designed to work with the Library by being compiled or linked with it, is called a "work that uses the Library". Such a work, in isolation, is not a derivative work of the Library, and therefore falls outside the scope of this License.

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If such an object file uses only numerical parameters, data structure layouts and accessors, and small macros and small inline functions (ten lines or less in length), then the use of the object file is unrestricted, regardless of whether it is legally a derivative work. (Executables containing this object code plus portions of the Library will still fall under Section 6.)



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Version 7.1-0

2011-01-06

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