

# User Manual

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## Quick User Manual of ACM for access service production management

**Revision: 1.0**

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|---|--|---|
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| Dissemination Level   |  |   |
| P   | Public   | X |
| C   | Confidential, only for members of the consortium and the Commission Services |   |

**Abstract:**

This document is meant to be a concise user manual for professional users who wish to use ImAc Accessibility Content Manager (ACM) platform with changes taken into account during the project second iteration

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## 1. INTRODUCTION

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ImAc project, which has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 761974. is looking for development of solutions for access services in immersive environment.

One of the main objectives – among many – of ImAc is development of content manager with aims of managing the procedure of access service production for 360° media, that is for the production of subtitles (ST), sign language (SL) and audio description (AD) files. You can upload content, assign production tasks to access service producers (professionals or service providers of access service content), check the access service files produced and so on. By reading this document you will learn to manage the production workflow using the Accessibility Content Manager (ACM) tool of the ImAc project.

## 2. HOW TO ACCESS THE ACM

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In order to access the ACM, there are some basic requirements:

**Proper internet connection:** Yes

**Recommended browser:** Last version of Firefox or Chrome

After opening the browser, the user needs to access the link below and enter the provided username and password. Illustration 1 displays the ACM login page.

**link:** <http://imac.gpac-licensing.com/acm/>

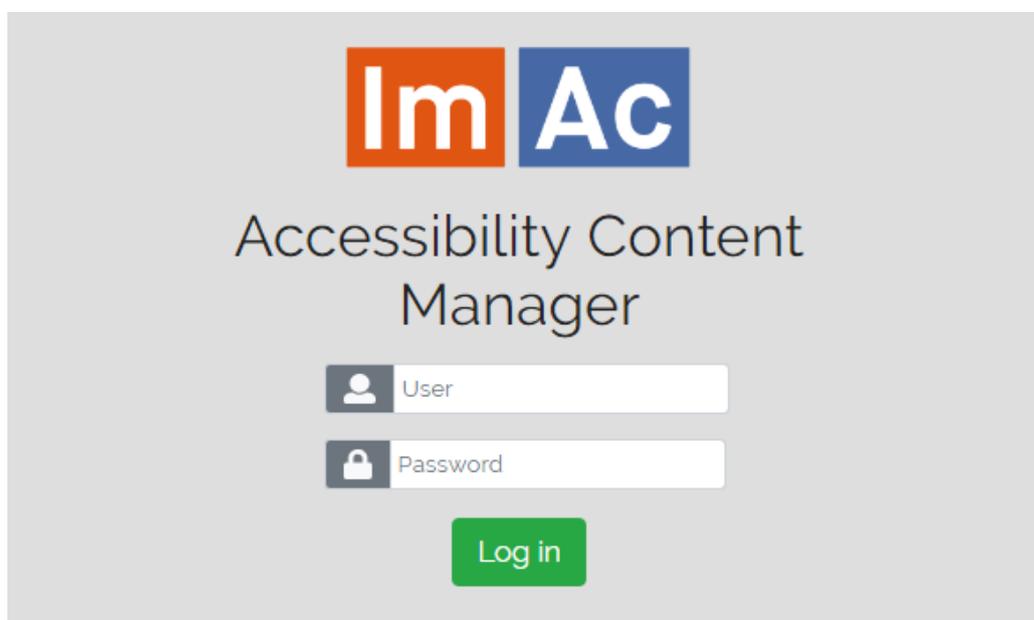


Illustration 1: ACM login page

### 3. GUIDE THROUGH ACM

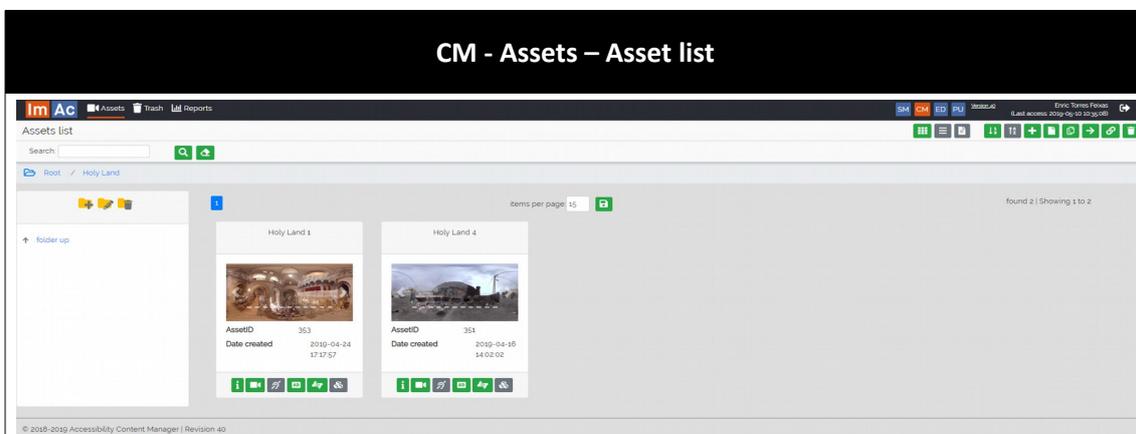
This chapter describes the different sections of the Content Management (CM) interface of ACM that is used by professional users to manage the access service production workflow. It is now assumed that the user is logged in this interface. Click on either Assets, Bin or Reports on the top left corner to access each of the sections that are described in the next sub-chapters.

#### 3.1. ASSETS

First view seen by the user, when logged in is “Assets”. This is the part where videos and access service files exist in order to be managed and organised. They are organised in assets, being an asset a container of all the files and metadata related to one 360° programme.

By default, the user sees on the left a folder tree and on the right a grid of the assets in the selected folder similar to the image displayed in table 1. The user can also have a grid view with all the assets and search by metadata, for that the folder tree must be closed by pressing the folder icon.

Table 1 shows the tools you might use while working with ACM.



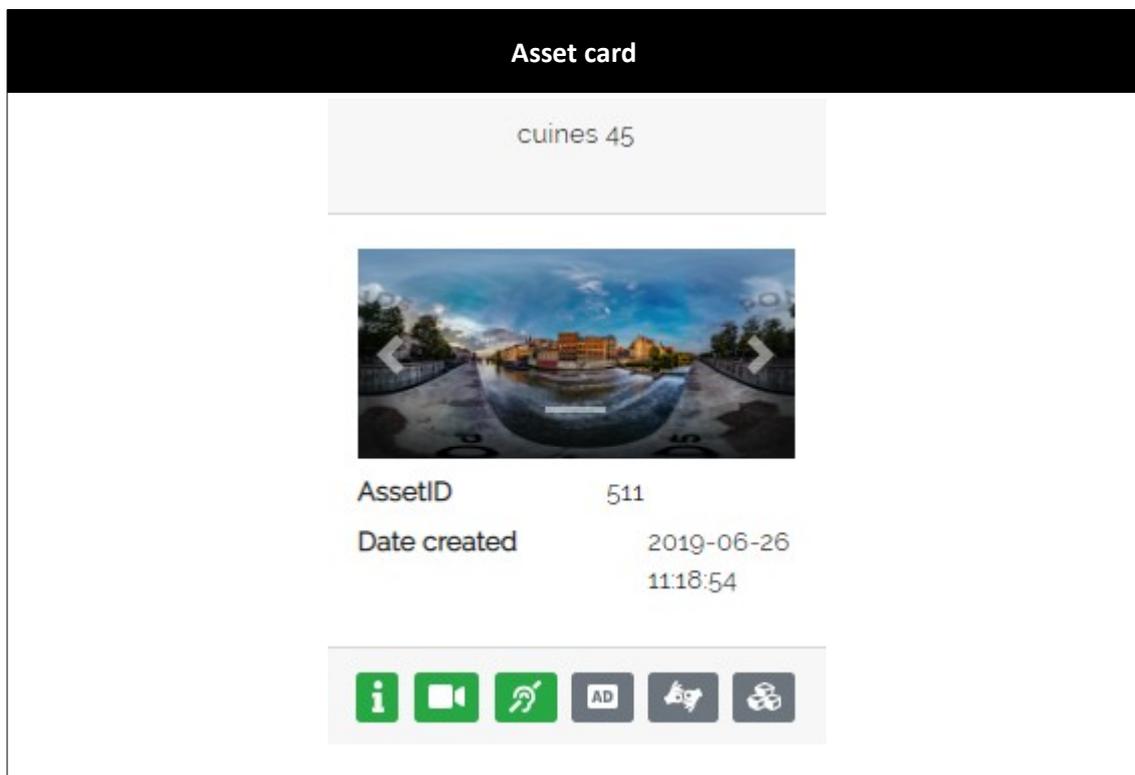
The page contains a list of available assets with the possibility to search through them using the top left search filter input. Following buttons and icons on the top of the page are to be interacted with by the user.

|   |  |
|---|--|
|  | <p>The folder icon lets the user switch between folder hierarchy view (with folder tree) and metadata view (without folder tree). If the user wants to search in all the assets it is necessary to be in the metadata view, when in the hierarchy view the search will only be in the selected folder.</p> |
|  | <p>Buttons to edit folders in order to have a hierarchy way of cataloguing the assets (Add, rename, delete).</p>   |
|  | <p>Sorts assets by numerical order</p>   |

| CM - Assets – Asset list  |   |
|---|---|
|    | Sorts assets by alphabetical order.   |
|    | Changes the view of assets by grid view or list view.   |
|    | Switches to file list view. This view shows the <b>access service files</b> on ACM instead of assets.   |
|    | <p>This button is used to create a new asset. When pressed a form at the right opens which lets the user choose name and other information of the asset and also upload a video. The video can be dragged into the drag and drop box or the user can click in the drag and drop box to choose one video file from the computer disk.</p> <p>Note: the video should be HTML5 LQ video (.mp4) so it can be played smoothly in the web editors. If a video is uploaded, some time may be required to generate the keyframes.</p> |
|  | This button is used when the user wants to import a video that is generated from the high resolution video that resided in the FTP server.  |
|  | <p>This button is used to duplicate one or several assets. First the user selects one or various asset (for multiple selection use the Ctrl key) and with this button chooses the new name and destination folder. The assets are then copied to the new folder.</p> <p>After the new assets have been created, some time is needed to generate their video and keyframes.</p>  |
|  | The user selects one or various assets (for multiple selection use the Ctrl key) and with this button chooses the new destination among folders. The assets are then moved to the new folder.   |
|  | The user selects one or various assets (for multiple selection use the Ctrl key) and with this button create links to them in the new folder.   |
|  | This button is used to delete one or several assets, sending them to the bin. First the user selects one or various assets (for multiple selection use the Ctrl key) and with this button deletes them.   |

Table 1: Assets list

The next probable step the user may take is entering an asset to edit/view/manage its metadata and files. For selecting an asset you need to click on it. For entering its forms, you can either double click on it or click on one of the buttons at the bottom of the asset card. Table 2 describes the functionalities of each of these buttons.



An asset card in grid view is seen above, there are six buttons in every asset card (either grid or list view). Below the functionalities of each button is explained.

|   |  |
|---|--|
|  | <p>By clicking on this button the user can view or modify general metadata of the asset such as title or the programme ID.</p>   |
|  | <p>The form that appears when this button is pressed is for uploading or previewing the the video file of the asset.</p> <p>To upload a video file or update the video file of the asset the user can drag a video file from disk to the Drag and Drop box (see illustration 2).</p> <p>Note: the video should be HTML5 LQ video (.mp4) so it can be playbaced smoothly in the web editors. After the video has been uploaded, some time may be require to generate the keyframes.</p> |
|  | <p>This button opens the ST form that is used to manage the subtitle instances (see detailed description of the subtitle form in table 4).</p>   |
|  | <p>This button opens the AD form that is used to manage the audio description instances.</p>   |

| Asset card   |   |
|--|---|
| <br> | <p>This button opens the SL form that is used to manage the sign language instances.</p>        |
|  | <p>The last button evolves around publication issues which is not concern of this document.</p> |

Table 2: Asset card

Upload a video file:

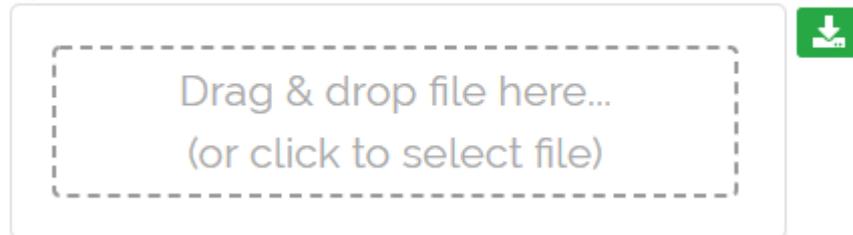


Illustration 2: Video drag & drop box

When clicking on one of the buttons related to the access services instances (ST, AD, SL), the user will see a form similar to the one in table 3. Only the subtitle form is explained in detail in table 3 as the rest are very similar.

## Asset - Subtitle form

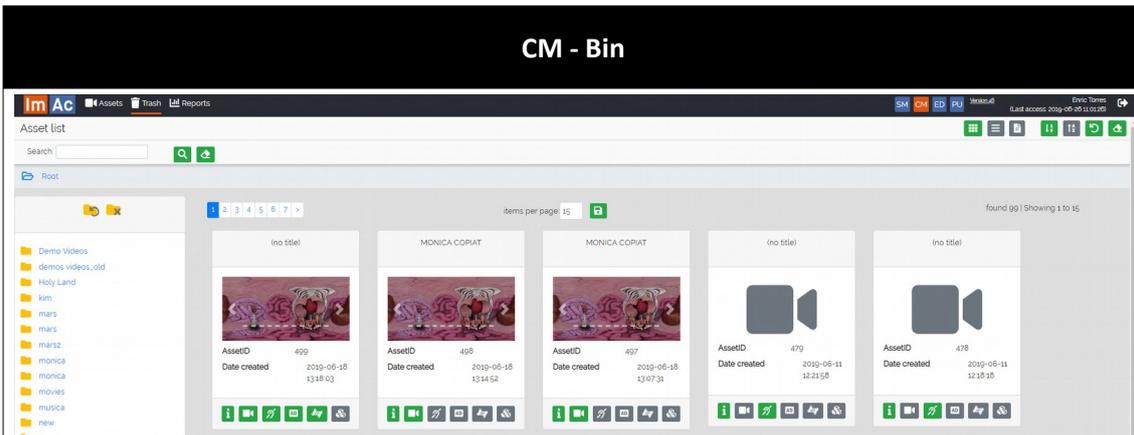
|  |  |
|--|--|
| <p>The screenshot shows the subtitle form interface. Key elements are numbered 1 through 6:</p> <ul style="list-style-type: none"> <li><b>1</b>: Dropdown menu for selecting the preferred subtitle file (language).</li> <li><b>2</b>: Drag and drop box for uploading a subtitle file.</li> <li><b>3</b>: Download button for the existing file.</li> <li><b>4</b>: Metadata section showing details like ID, Asset ID, Filename, Filesize, Creation Date, Creation User, Language, Status, and Subtitles.</li> <li><b>5</b>: 'Add Subtitler' button.</li> <li><b>6</b>: Table listing subtitle instances with their IDs, TCIn, TCOut, Longitude, Latitude, and text.</li> </ul> | <p>The left image shows the subtitle form of the asset:</p> <ol style="list-style-type: none"> <li>1 A place to choose the preferred subtitle file (subtitle instance), because an asset can contain multiple subtitle files, each in a different <b>language</b>.</li> <li>2 Drag and drop box used to upload a subtitle file to the asset. If the instance in the language of the subtitle file already exists, the user will be asked if they wish to overwrite its subtitle file or cancel the operation. If the instance in the language doesn't exist, a new instance with this language will be created in the asset.<br/><br/>Alternatively the user can click on the upload button to select the subtitle file from disk.</li> <li>3 A button to download the existing file (the one displayed in the above select).</li> <li>4 General information of the instance: <ul style="list-style-type: none"> <li>• ID (unique for each file)</li> <li>• Asset ID (unique)</li> <li>• File name</li> <li>• File size</li> <li>• Creation date and user</li> <li>• Language</li> <li>• Status of work (Pending, In Progress, Completed, Rejected, Verified)</li> </ul> </li> </ol> |
|--|--|

| Asset - Subtitle form |   |
|-----------------------|---|
|                       | <p><b>5</b> This button is used to assign the subtitle instance to one or more subtitlers. A task for the production of this subtitle file is created for the assigned subtitlers, this new tasks are displayed in the interface used by the access service producers, in this case subtitlers.</p> |
|                       | <p><b>6</b> Preview of the subtitle file.</p>   |
|                       | <p> Deletes the subtitle instance.</p>   |
|                       | <p> Copies the subtitle file into a new subtitle instance (new file) in another language.</p>  |
|                       | <p> Creates a new subtitle instance in another language (an empty subtitle file is created).</p>  |
|                       | <p> Opens the corresponding editor with the video and the subtitle file.</p>   |
|                       | <p> Saves the changes.</p>   |
|                       | <p> Closes the form.</p>   |

Table 3: Subtitle form

### 3.2. BIN

Next section to be seen is “Bin”. This section is a place where all the deleted assets and folders are stored and gives the user the possibility to restore them if needed. Table 4 describes the tools that are specific of this section (the other tools are already described in table 1).



The tools that are specific for the bin are explained in this table.

|   |   |
|---|---|
|    | <p>You can either restore a deleted folder or delete it forever.</p>                              |
|    | <p>This button restores the selected deleted asset (for multiple selection use the Ctrl key).</p> |
|  | <p>This button deletes the selected asset forever (for multiple selection use the Ctrl key).</p>  |

Table 4: Bin section

### 3.3. REPORTS

Finally in this section you can view some reports as shown in illustration 3.



Illustration 3: Reports

## 4. CONCLUSION

This user manual sheds some light on ACM functionalities for professional users who manage the production workflow. However, ACM has additional features for it to be a secured and flexible tool. These features are not explained in this quick user manual, for that the reader can study the D3.2 document of the ImAc project<sup>1</sup>.

1 D3.2 Accessibility content manager, Kimiasadat Mirehbar & Enric Torres Feixas, 2019.

**<END OF DOCUMENT>**