Strawberry Manuals

Version 6.0 — Last update: Nov 29, 2023

Projective Technology GmbH

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1. Introduction

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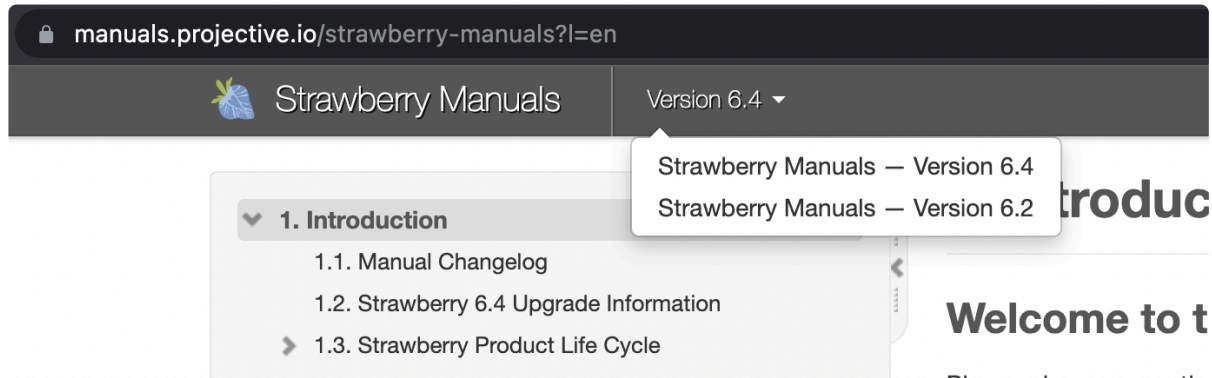
- [Manual Changelog](#)
- [Strawberry User Manual](#)
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Last modified: Nov 29, 2023

1.1. Manual Changelog

November 11, 2020

- Added the [Avid Media Composer Troubleshooting Chapter](#)

July 20, 2020

- Added information on [how to Install Osiris (stand-alone) on macOS Catalina](#)

Jun 25, 2020

- [Updated the editing proxy FAQ](#)

May 13, 2020

- Added a [user manual for Skies Remote Editing](#)

April 23, 2020

- Added information on [how to set an expiration on Share via Email links](#)
- Added information on [how to reset search tabs when a user logs out of Strawberry](#)

April 10, 2020

- Added information on [how to get started with the Skies cloud infrastructure](#)
- Added information on [how to get started with Skies Remote Editing For Adobe Premiere Pro](#)
- Added guide for the [Strawberry Client Installation on macOS Catalina](#)
- Added guide for the [Strawberry Adobe Panel Installation on macOS Catalina](#)
- Added information on [strong password criteria for Skies](#)
- Added information on [how to bulk-change asset metadata](#)

February 18, 2020

- Updated the System Requirements to [include macOS 10.15](#)
- Added instructions on [how to install the Strawberry client on macOS Catalina](#)
- Added instructions on [how to install the Strawberry Adobe CC panel on Catalina](#)

January 24, 2020

- **Important**: [Added Strawberry 6 Upgrade Information](#)

User Manual

- Added information on how to [use and manage Galleries](#)
- Added information on [sharing Gallery assets via Email](#)
- Added information on sharing [PAM assets via Email](#)
- Added information on how to configure [Adobe Prelude for use with Strawberry](#)

Admin Manual

- Added information on how to [create and configure custom metadata sets for media assets](#) to respect changes in Strawbery 6
- Added PDF to the [list of support preview formats](#)
- Added information on [how to Administer Gallery users and presets](#)
- Updated information on [proxy bitrates in Strawberry 6](#)
- Updated the chapter [Proxy File Configuration](#) to respect changes in Strawberry 6
- Updated the chapter [Role Capability Overview](#) by including the new role capabilities "Can login to the Gallery web interface using a web browser", "Can Create Galleries" & "Can submit Assets to Galleries"
- Updated the chapter [Role Capability Overview](#) to respect the new feature "[Asset Expiration](#)" and the modified behavior of the feature "Track Down File"

October 11, 2019

- Added information on how to [allow blocked system extensions under macOS](#)

June 18, 2019

- Added information on how to [configure Adobe Premiere Pro CC to store XMP metadata directly within media files](#)

May 6, 2019

- Added information on how to [rename a project status](#)

- Added the user guide for Strawberry's Adobe Premiere Pro CC panel
- Added information on how to import Strawberry markers into Adobe Premiere Pro CC and how to synchronize markers between Strawberry and Adobe Premiere Pro CC
- Added information on how to import Strawberry markers into Avid Media Composer

February 19, 2019

- Added the full Strawberry 5.6 High Availability (HA) Documentation

February 12, 2019

- Added more detailed information on how to administer and use the Communications System

November 27, 2018

Added new subchapters to reflect changes in Strawberry 5.6.0:

- Added information on how to Upload a custom Logo
- Added information on how to configure LDAP & Active Directory User Features
- Added information on how to Install the Avid Nexis Linux Client
- Added information on how to Draw on Frames
- Udated information on Transmission Checks in Ingest Libraries

September 26, 2018

Added new subchapter to reflect changes in Strawberry 5.4.3:

- Added information on how to rename a project

July 13, 2018

- Added modification and deletion information for project drop-down menus
- Added modification and deletion information for project text input fields
- Added modification and deletion information for asset drop-down menus
- Added modification and deletion information for asset text input fields
- Fixed some typos

July 4, 2018

- Added the User Manual Section

June 26, 2018

- Added Cineform (GoPro) to list of supported codecs

June 14, 2018

Added new subchapters to reflect changes in Strawberry 5.4.2:

- [Assigning Users to Teams](#)
- [Assigning Users To Projects](#)
- [Assigning Teams to Projects](#)

June 13, 2018

Added additional sub-chapter bullets for better PDF readability

June 11, 2018

Added Add-on chapter:

- [Communications System](#)

May 2018

- Release of the Strawberry 5 Admin Manual

Last modified: Nov 11, 2020

1.2. Strawberry 6.0 Upgrade Information

General Upgrade Information

What are the System Requirements?

- Server requirements are unchanged from Strawberry 5.6. [Click here for more information on the Strawberry server requirements](#).
- macOS 10.11 is no longer supported. [Click here for more information on the Strawberry client application requirements](#).
- Strawberry 6 does not offer panel extensions for Adobe CC 2017 products. [Click here for more information on the Strawberry client application requirements](#).

What Needs to be Updated?

Strawberry 6 is a major version upgrade and therefore requires all software parts to be updated. This includes…

- the server software (including VIEW proxy encoder nodes)
- macOS & Windows client applications
- Adobe CC panels

You can find the latest versions of the client and the Adobe CC panel extension in the [related section on our website](#).

How Long will the Update take?

The server update to version 6 is a 2-step update and therefore requires more time than usual. Please

check out the "Server Update Procedure" section below for more details.

Server Update Procedure

Strawberry 6 aims to increase overall IT infrastructure security by reducing the number of server-side processes that are allowed to run in the Linux Superuser (root) context to an absolute minimum. This measurement will benefit all customers, regardless if they are operating Strawberry solely on-premise or through the SKIES cloud-infrastructure. For Strawberry to be able to run with fewer Superuser privileges, the update to version 6 will be performed in two steps.

Step 1: The Preparation Update (Version 5.6.11 or 5.6.12)

In the first step, we will update your Strawberry server to version 5.6.11 or 5.6.12. These versions include scripts that will change the storage-level permissions (chmod) of all existing Strawberry proxy files to "664" and their parent directories to "775". Depending on the number of existing proxy files, this process can take several days and will run as a background operation. This means that you will be able to use Strawberry normally during that period. Also, the proxy permission changes will not affect any user access rights within the Strawberry database & user interface. Keep in mind that this is a low-level measurement to prepare Strawberry to be able to operate with fewer Superuser privileges.

Step 2: Upgrade to Version 6

Once "Step 1" has been completed, and all proxy files have the proper storage permissions, we can proceed to upgrade your Strawberry system to version 6. Please note that the permission changes described in "Step 1" can take several days. If you want to schedule the second update before the permission adjustments have been finished, we recommend waiting at least a week between the two updates.

Important Changes to User Roles

New Role Capabilities

Strawberry 6 has the following new role capabilities:

- Can log in to the Gallery web interface using a web browser
- Can Create Galleries
- Can submit Assets to Galleries.

Please make sure to adjust existing roles if you want them to have these capabilities.

Changes to the "Share" User Role

Strawberry 6 reduces the configurable capabilities of the Share user role. From now on, users with this role will only be able to access assets that have been shared with them via Email. They will however, no longer be able to access the Strawberry PAM user interface from either a client application or a web browser.

When sharing an asset via email, the email receiver will automatically obtain the Share user role. If you have subscribed to the Skies cloud infrastructure, users with the "Share" role can access it without occupying a Skies seat. They get a free pass.

Changes to the "Track Down Assets" Role Capability

The role capabilities "Can track down assets but not delete" and "Can track down assets and delete" are now obsolete. Instead, there is a single capability called "Can track down assets." The decision if a user should be able to delete assets or not is determined by the role capability "Can delete assets and folders via the user interface." Please adjust these settings in your roles if required.

Important Changes to Proxy Files

Proxy Bitrate Changes

Strawberry 6 increases the visual quality of streamable proxy previews by introducing hard-coded variable proxy bitrates (VBR). All proxy files that will be created after the version 6 update will use these new bitrates. Existing proxy files will not be affected by these changes unless they are re-encoded manually. Depending on the current proxy resolution defined in the Strawberry Admin panel, the proxy bitrate will be changed as follows:

• 1920×1080: 5000k max. (VBR 1-Pass)
• 1280×720: 2500k max. (VBR 1-Pass)
• 640×360: 800k max. (VBR 1-Pass)

If you already have configured Strawberry to create proxy files to be encoded in either 1920×1080 or 1280×720, then the resolution will remain as is, and the new bitrate settings will be applied automatically. No further action is required. If your current proxy resolution is set to 640×360, then the Strawberry 6 update will automatically increase it to 1280×720. This change will ensure that all new proxy files will be ready for approval workflows via the SKIES cloud infrastructure. if you don't want your proxy files to be encoded in a resolution higher than 640×360 you can manually downgrade the resolution from the Strawberry Admin panel after the update.

If you would like to keep the new resolution and have "Visual Watermarking" enabled, please make sure that your watermark image has the correct size. Please also note that higher resolution proxy files will also require more space on the shared storage. Here are the maximum proxy sizes per minute for each resolution:

• 1920×1080: 1 minute of proxy video = ~28MB
• 1280×720: 1 minute of proxy video = ~15MB
• 640×360: 1 minute of proxy video = ~7MB

To increase proxy encoding speed, Strawberry 6 automatically disables "Timecode burn-in for downloadable proxies". You can re-enable this feature from the Admin panel if required.

Creation of Encrypted Streaming Proxies

Starting with the Strawberry 6 update, Strawberry will create two streaming proxies for each HighRes media asset. The first proxy is the standard proxy that is used for internal (LAN) streaming while the second proxy is an encrypted version used when streaming via the Skies cloud infrastructure. The encrypted proxy is created from the standard proxy, meaning that no additional video encoding is required to create it. Since the encryption process is extremely fast it has close to no impact on the time of the overall proxy creation process.

Important API Changes

The Strawberry API has been extended and slightly modified. Custom HTTP headers have been changed to:

- X-PAM-CLIENT
- X-PAM-EDIT
- X-PAM-UIDGIDS

Please check out the API overview for more details.

Last modified: Nov 20, 2020

2. Strawberry User Manual

Welcome to the Strawberry 5 User Manual. Please choose a topic:

• Getting Started
• Subscriptions
• Working with Projects
• Working with Galleries
• Working with Media Assets
• Working with the Adobe CC Panel
• User Settings

Last modified: Jan 16, 2020

2.1. Getting Started

1. Open the Strawberry client application on your computer or access Strawberry by entering its IP address (or hostname) into a web browser
2. Provide your username and password and click on "Login"
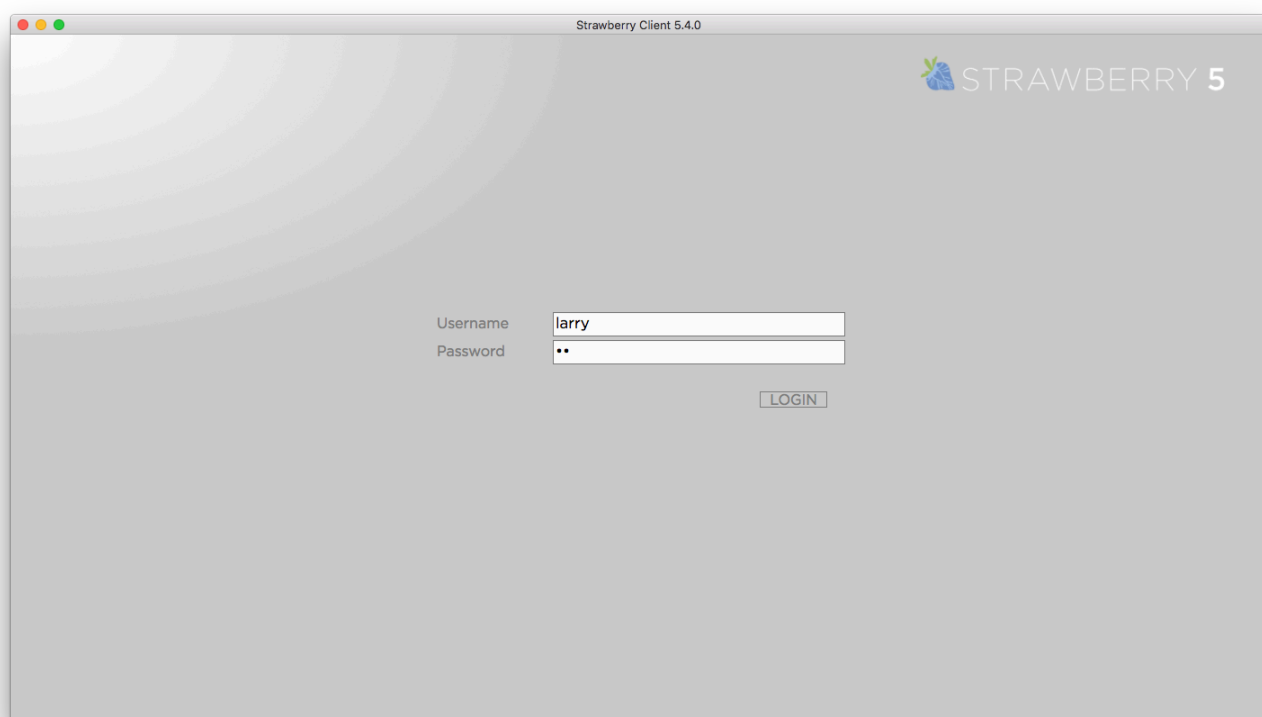
3. If this is your first login, the Strawberry configuration wizard will guide you through the basic set up process of your personal settings. Click "Next" to get started.
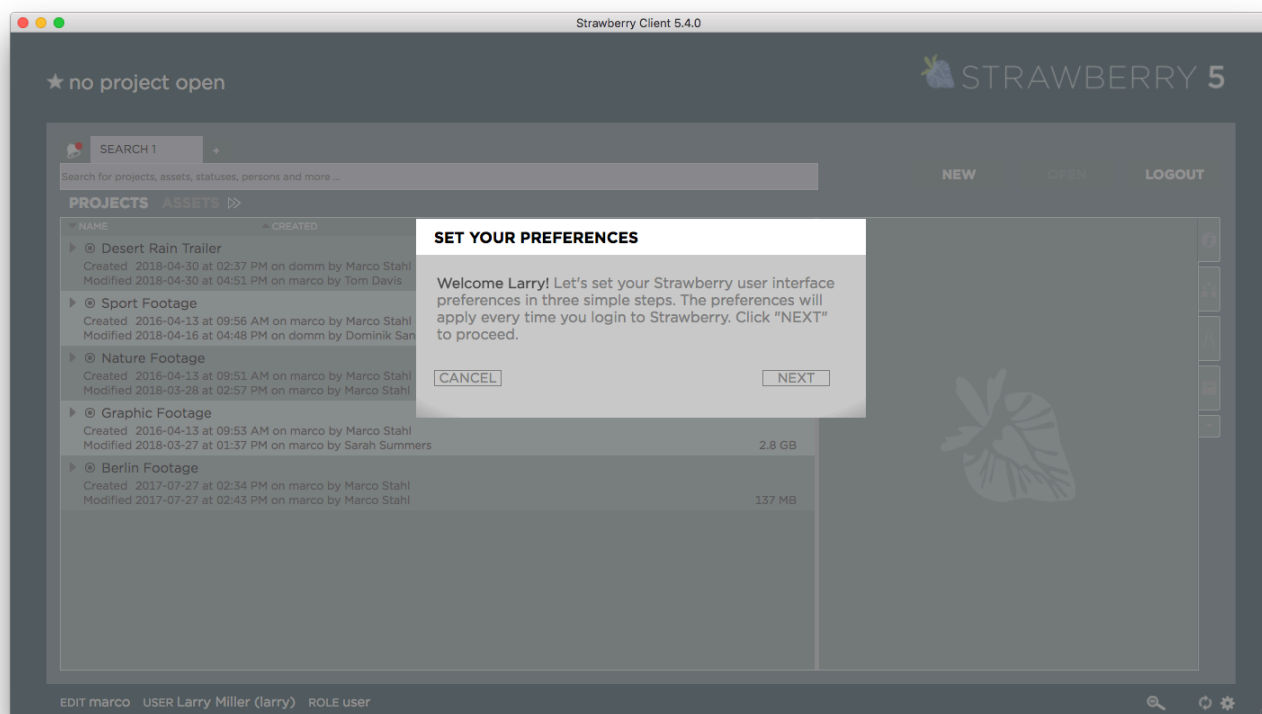
4. Tell Strawberry how you would like to see the project list. The "extended" view provides more information for each project while the "classic" view provides more projects per page. Once you have decided, click "Next".
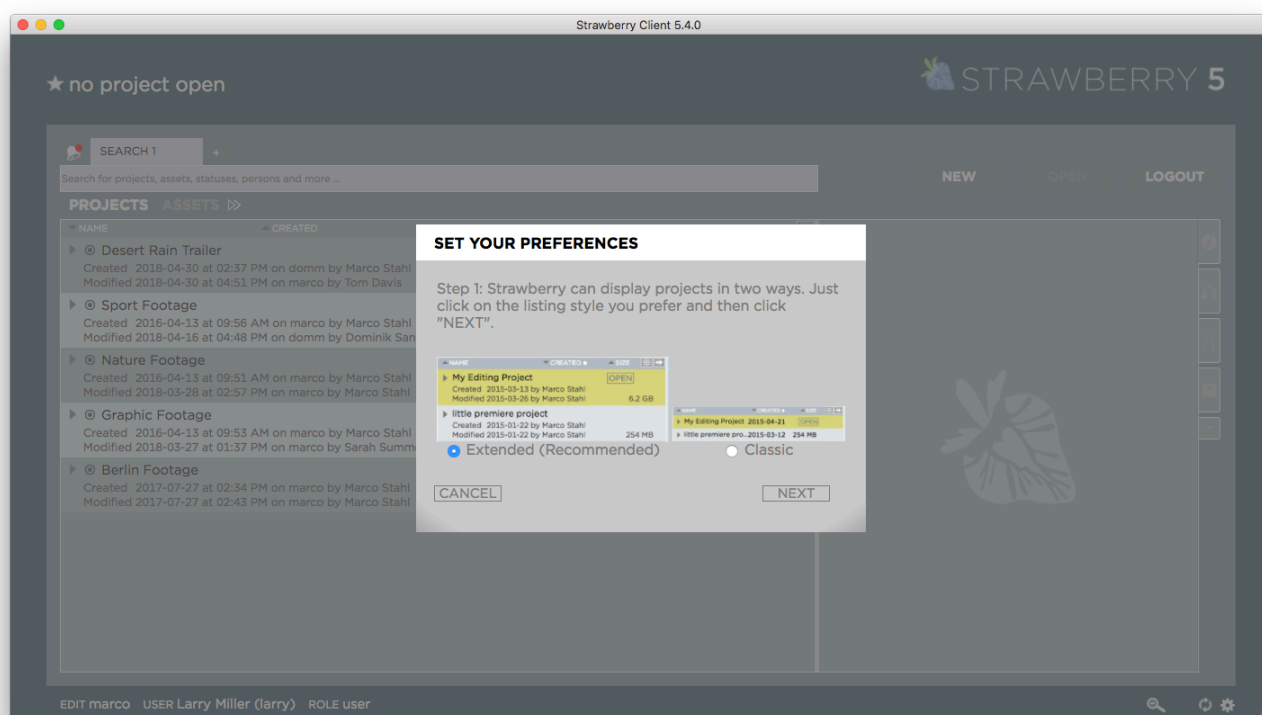
5. Define the size of proxy thumbnails by moving the slider to the left (smaller thumbnails) or to the right

(larger thumbnails). Once you have decided, click "Next".
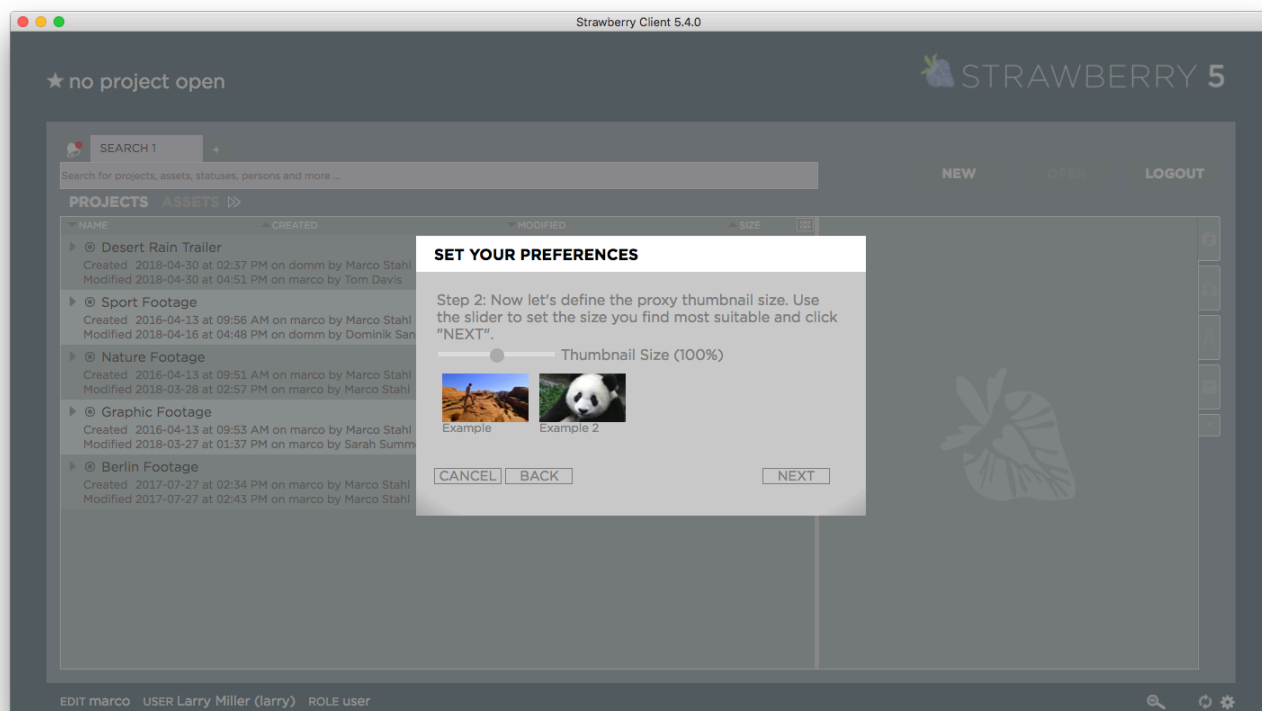
6. Select one of the included Strawberry background images or upload your own by clicking on the "Upload Background" button. When uploading your own background, please make sure that it has a resolution of at least 1920×1080 pixels. If you are usually working on a 4k or 8k screen make sure to upload a background image with a proper size. Once you have decided, click "Next".
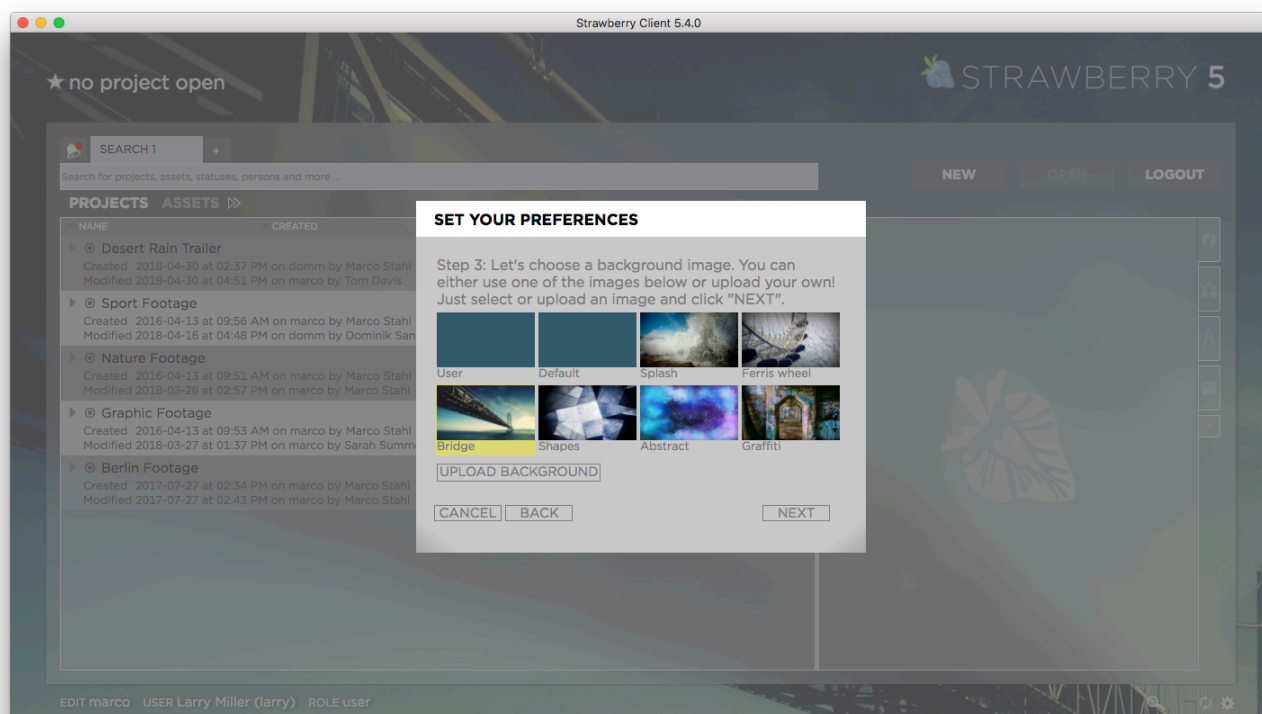
7. Enter your work email address and if prompted, your Slack username. Click here if you need help in identifying your Slack username. Then click "Confirm".
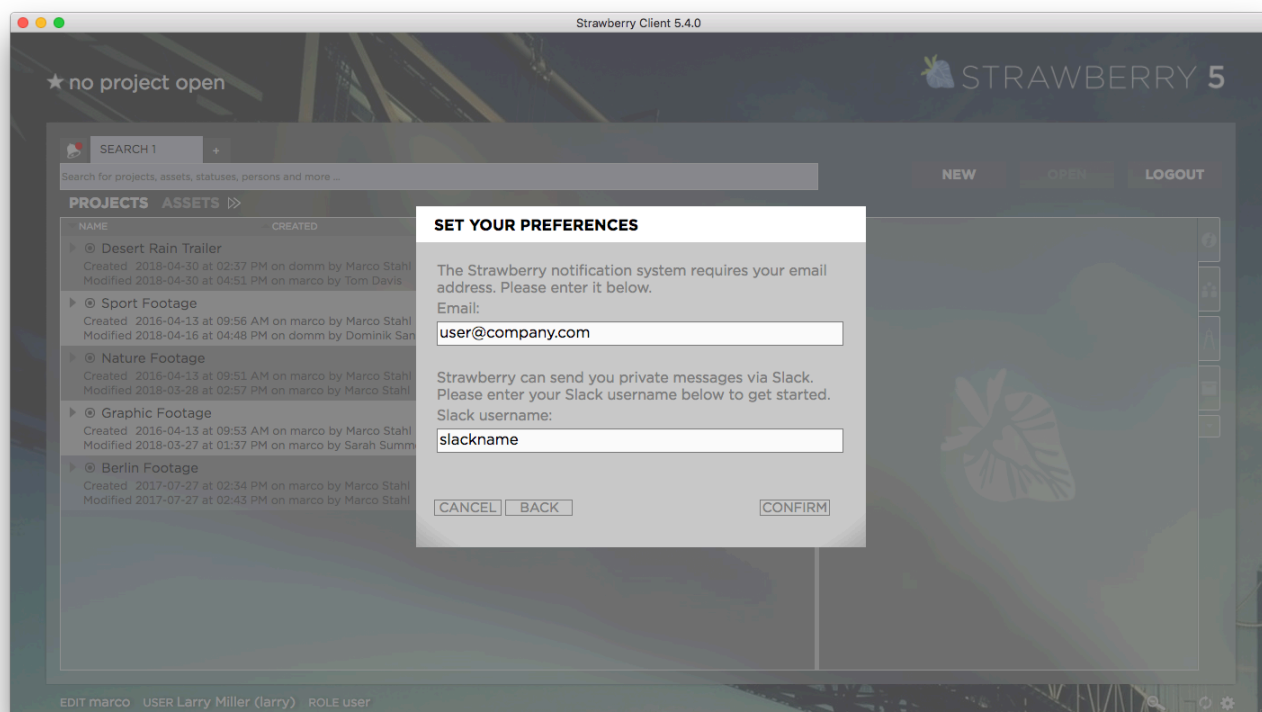
8. In the last step, click "Done". Once you are logged into Strawberry, you can change your settings at any time by clicking on the settings wheel in the lower rght corner of the user interface.
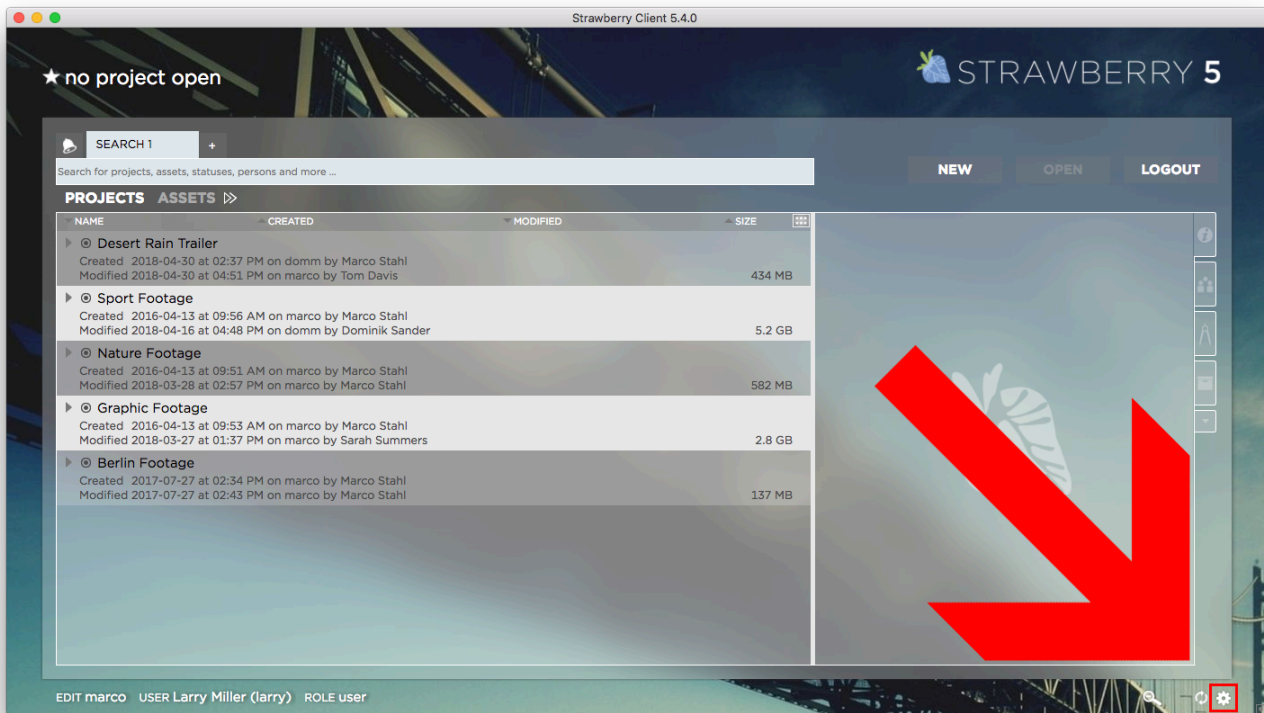
Last modified: Oct 15, 2019

2.2. Subscriptions

About

To receive status notifications for a project or asset, you must subscribe to them first. You can either manually subscribe to an item or let Strawberry subscribe you automatically by using the auto-subscription feature described in the notifications section of this manual.

Manually Subscribing to a Project

1. Click on the project to which you want to be subscribed
2. Click on the "bell" icon next to the project's "information" label
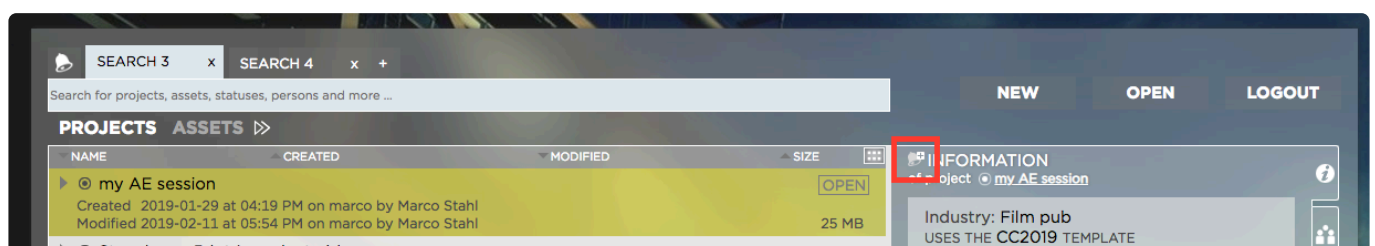
3. You are now subscribed to this project

Manually Unsubscribing from a Project

1. Click on the project from which you want to be unsubscribed
2. Click on the "bell" icon next to the project's "information" label
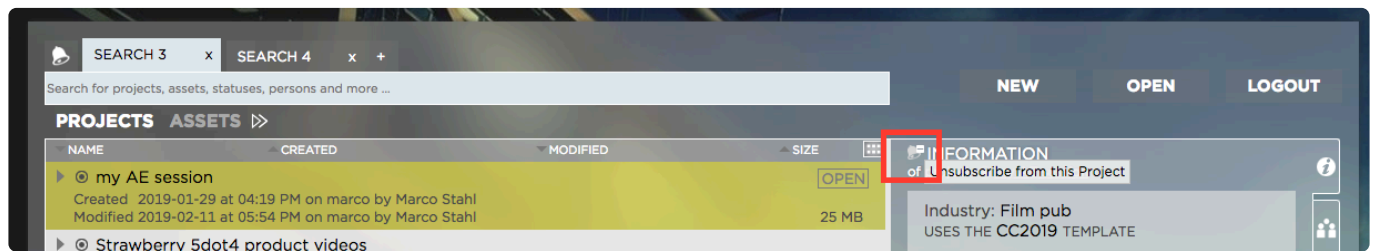
Manually Subscribing to an Asset

1. Click on the asset to which you want to be subscribed
2. Click on the "bell" icon next to the asset's name inside the "Information" tab
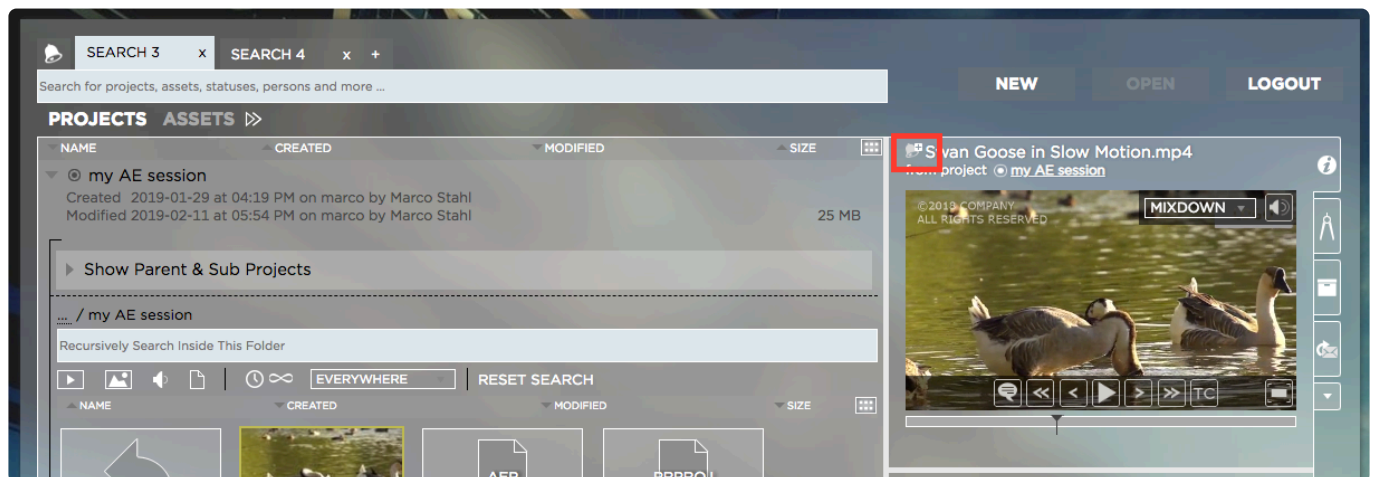
Manually Unsubscribing from an Asset

1. Click on the asset from which you want to be unsubscribed
2. Click on the "bell" icon next to the asset's name inside the "Information" tab
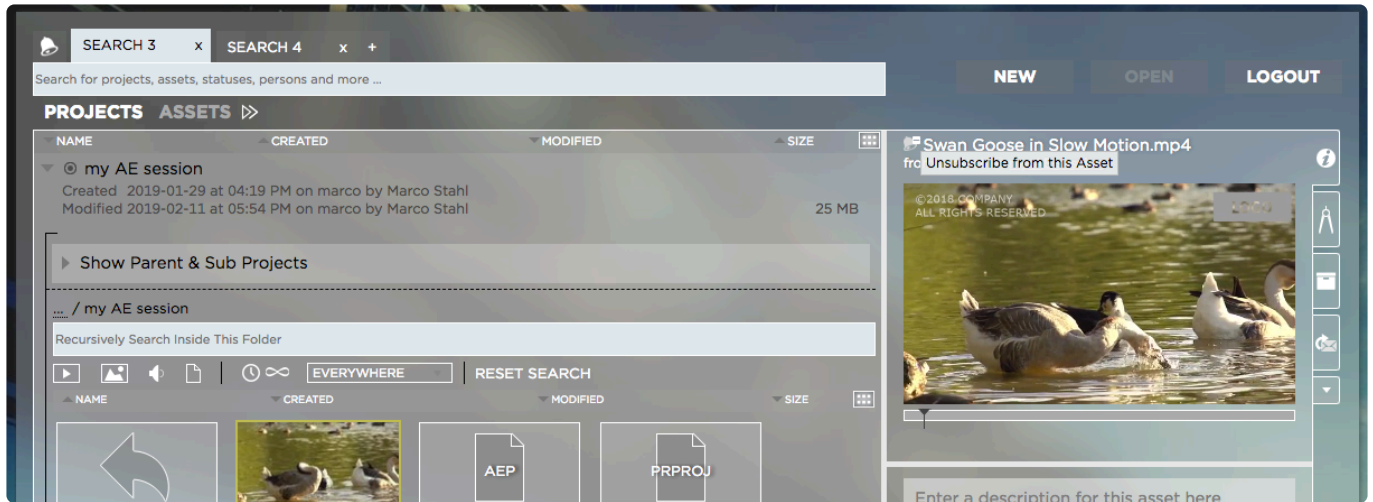
Last modified: Jan 16, 2020

2.3. Working with Projects

- [Searching for Projects](#)
- [Searching Inside Projects](#)
- [Creating a Project](#)
- [Opening a Project](#)
- [Subscribing to Projects](#)

Last modified: Oct 15, 2019

2.3.1. Searching for Projects

❋ Strawberry supports the usage of boolean search operators. [Click here to learn more about it](#).

Basic Project Search

1. Login to the Strawbery user interface with your credentials
2. Select a search tab or create a new search tab by clicking on the "+" button next to an existing tab
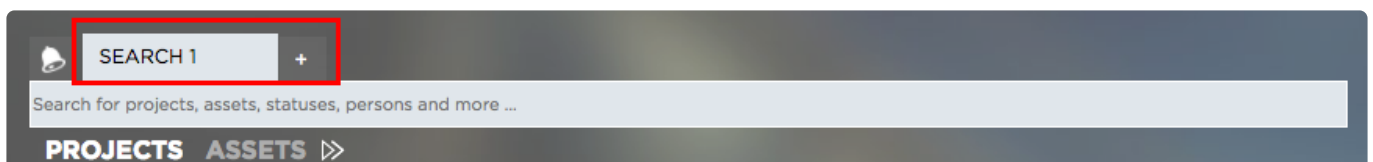
3. Make sure that the "Projects" search filter is selected
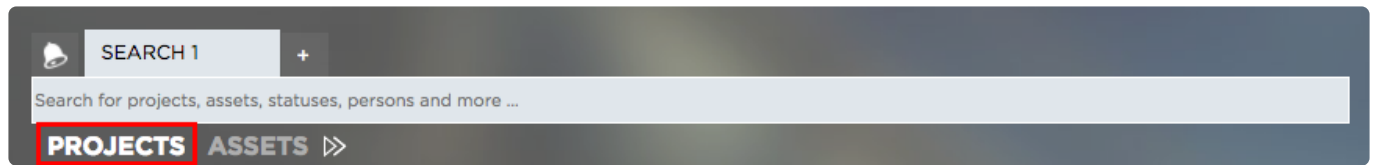
4. Enter your search term into the search field. You don't need to press "enter" as the search will start instantly as you type. Per default, Strawberry searches through the following project metadata.

- Project name
- Custom Project Metadata (as provided upon project creation)
- Work in progress status
- Template
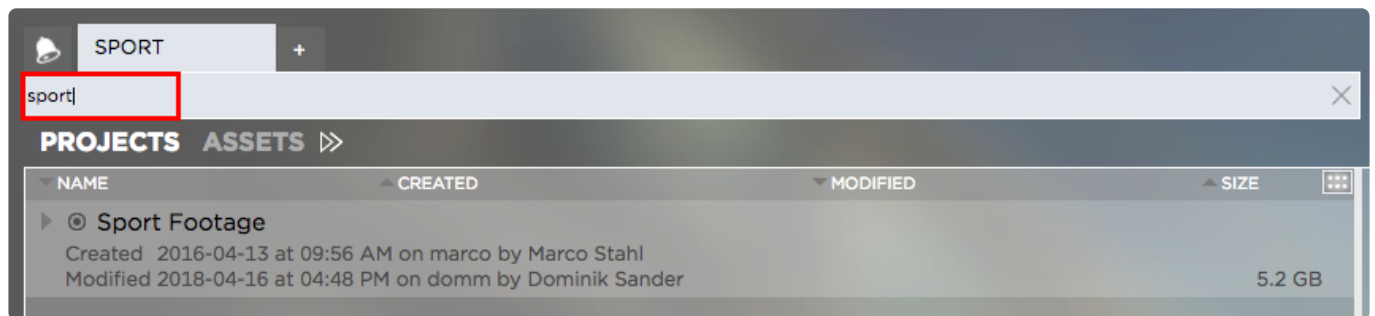
Advanced Project Search

You can further narrow down project search results by using Strawberry's advanced search.

1. Follow the above steps inside the "Basic Search" paragraph
2. Click on the "Show Advanced Search" icon next to your Project & Assets search filter
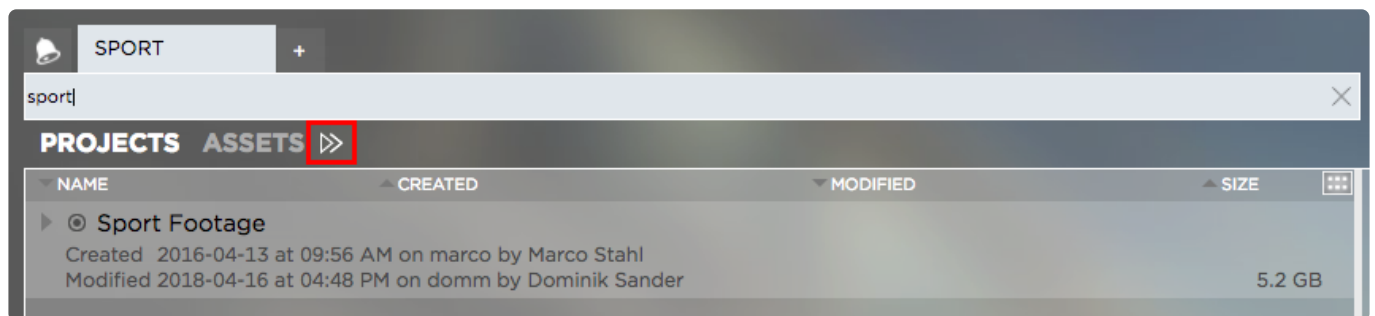
3. The following search filters will appear:

Storage Location Filter

You can enable/disable individual storage location filters by clicking on them. Right-click on a filter to perform bulk actions for that filter.
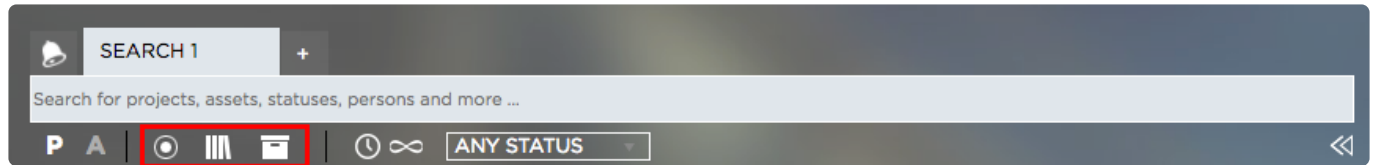
- Online (left icon) – Searches for projects on the online storage
- Library (middle icon) – Searches for library projects
- Archive (right icon) – Searches for projects that are in the archive

Time Slider

When hovering over the time slider icon, a horizontal time slider will appear. Use the slider to filter projects by time segments:

- Beginning of Time (∞)
- Last Year (1Y)
- Last Quarter (3M)
- Last Month (1M)
- Last Week (1W)
- 24 Hours (1D)
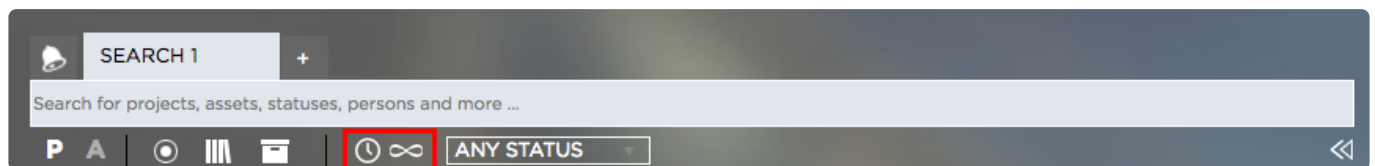
Status Filter

Click on the drop-down menu to narrow down your project search results by their work in progress status.
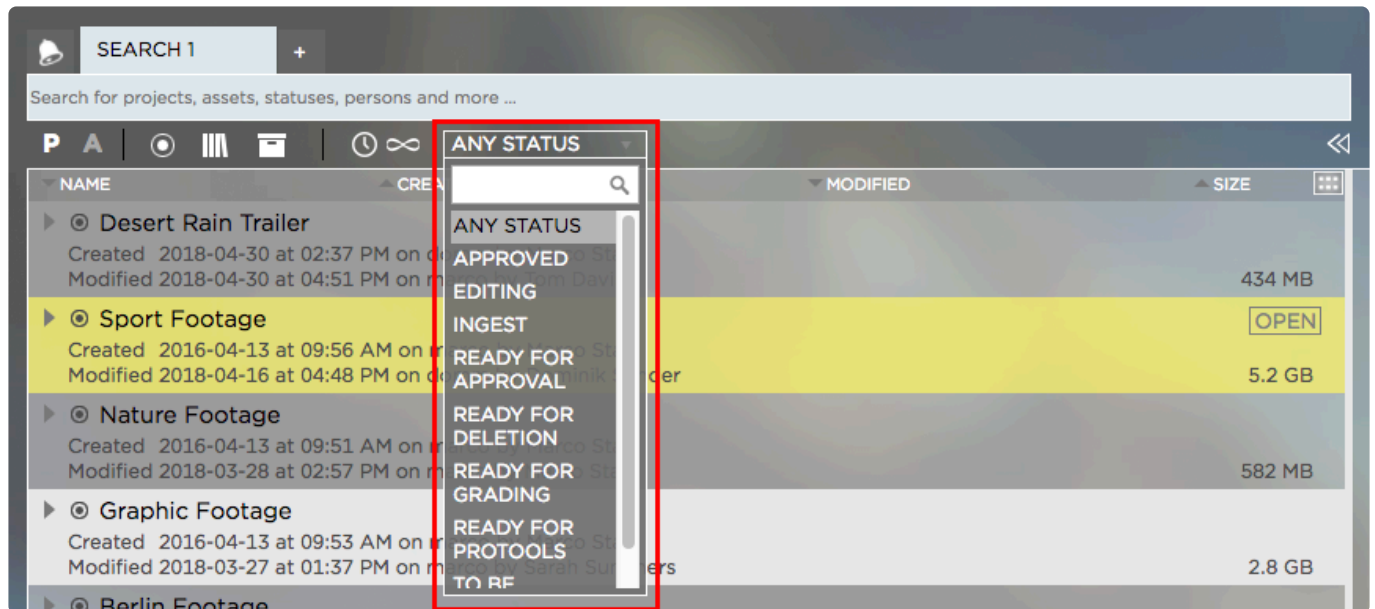
✱ You can use boolean search to refine you Strawberry search results. Please visit the "Boolean Search" chapter for more information.

Last modified: Oct 15, 2019

2.3.2. Searching Inside Projects

1. Login to the Strawberry user interface with your credentials
2. Search for the project that you would like to browse trough
3. Select the project
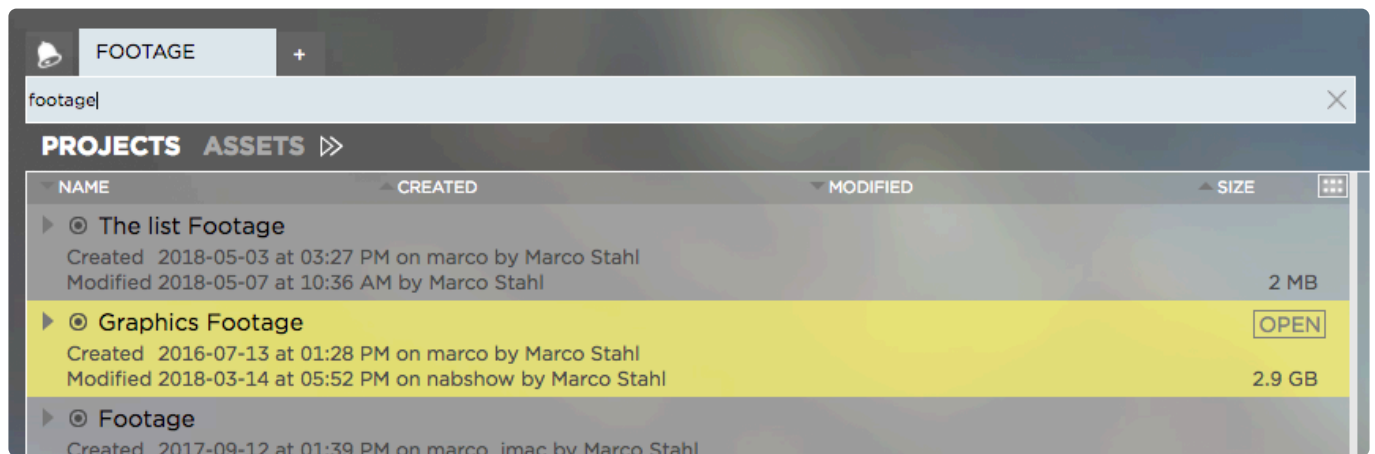
4. Click on the arrow icon to the left of the project name in order to expand/enter the project
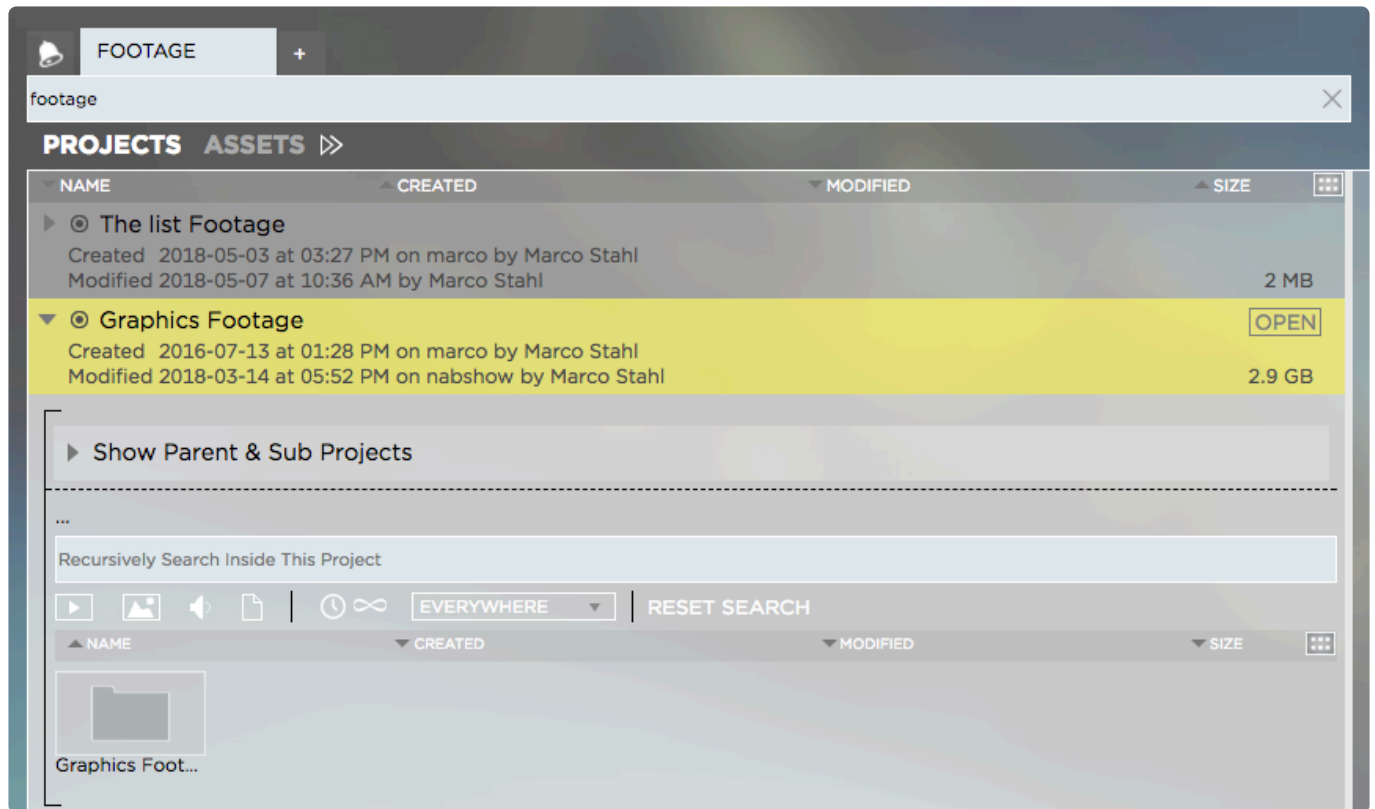
5. Use the search field to search for media assets inside this particular project or click on the folder icon to enter the project's folder structure.
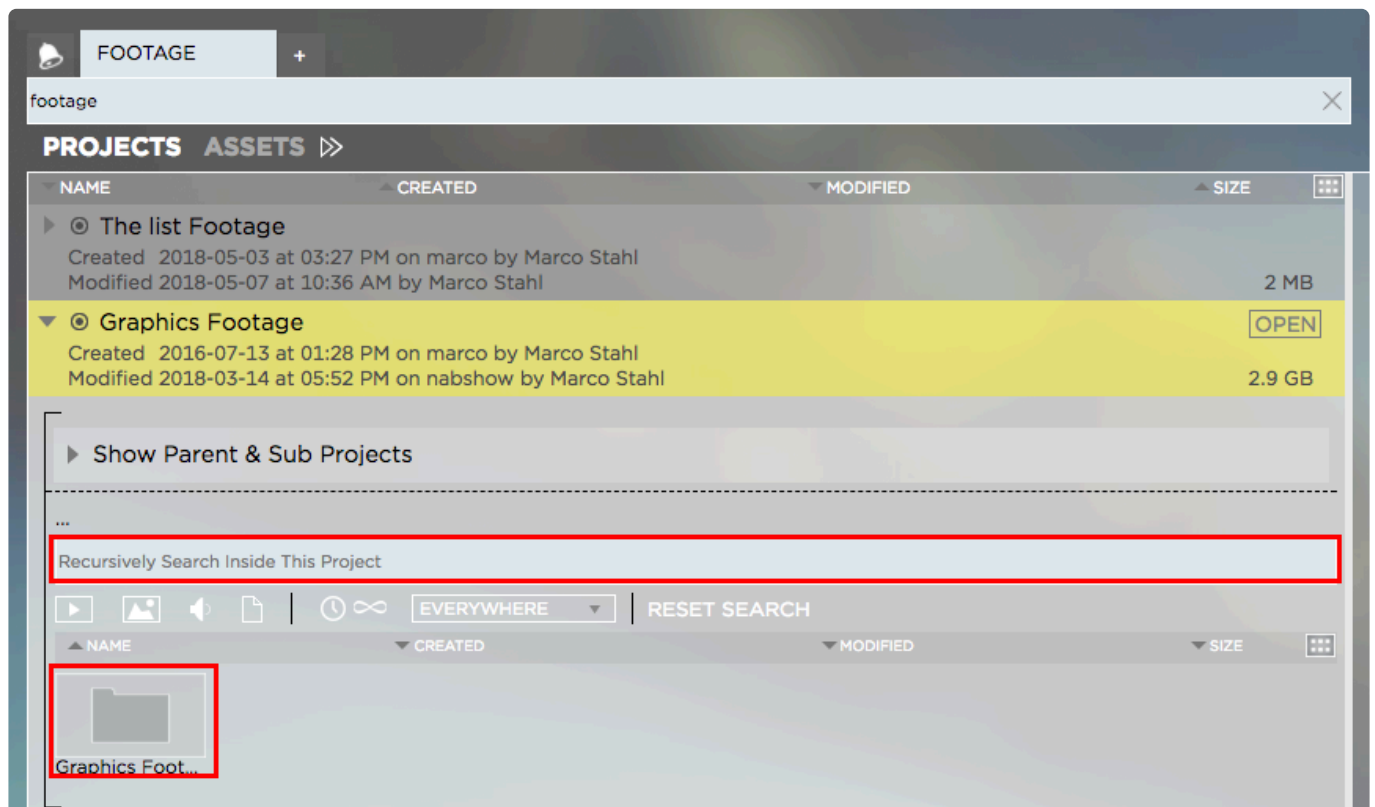
6. When inside a folder you can use the "in-project search" to search inside that folder including subfolders

2.3.3. Creating a Project

Requirements

• Creating projects is only possible for users who have the capability "Can create new projects" enabled in their user role

1. Login to the Strawberry desktop client application with your credentials
2. Click on the "New" button in the upper right corner of the user interface
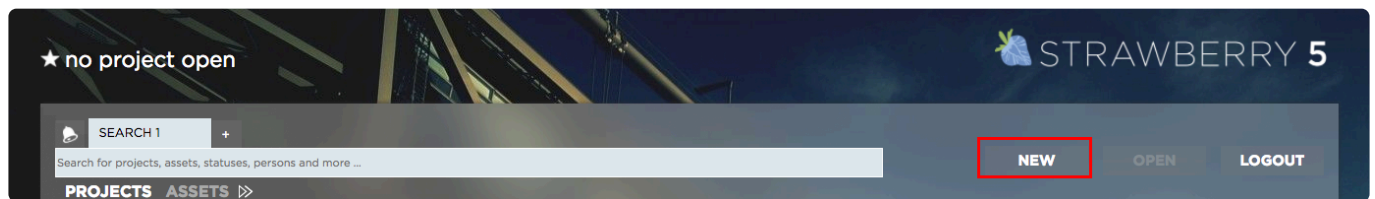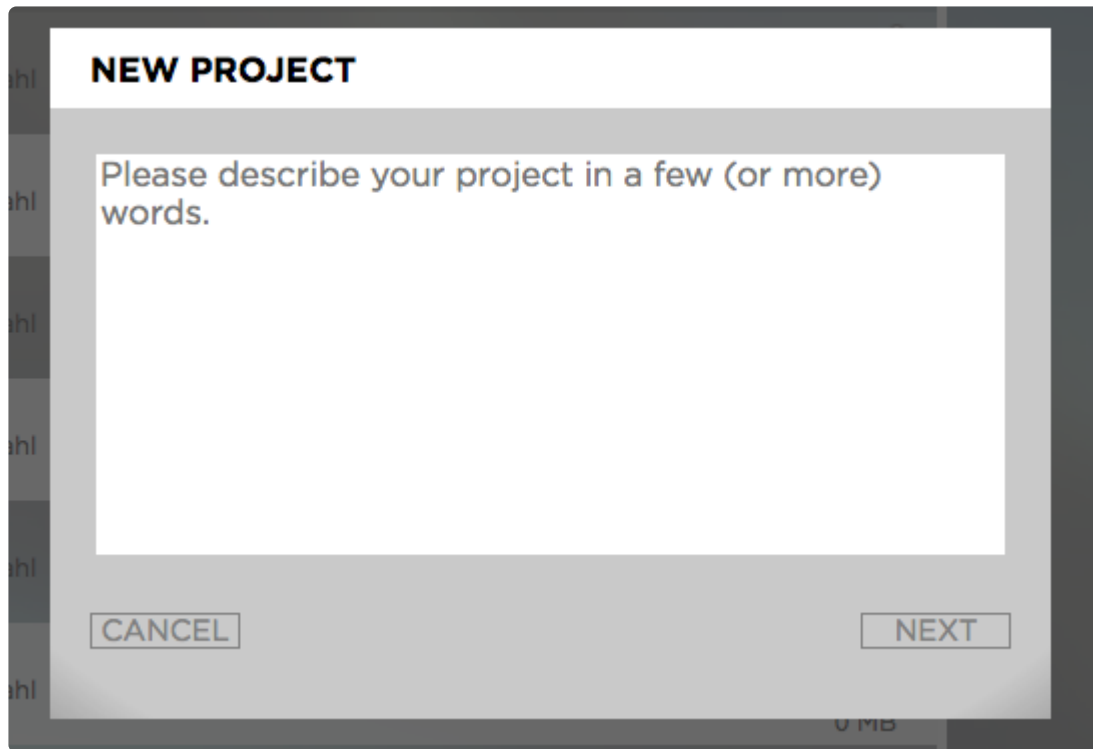
3. Provide the project metadata as requested by the application. Then click "Next".

4. Provide a description for your project if needed. The description will become searchable once the project has been created. Then click "Next".

NEW PROJECT

Please describe your project in a few (or more) words.

CANCEL   NEXT

5. Assign the project to individual users or to teams by using the "Users" and "Teams" tabs. Users with "read & write" access will be able to open and modify the project on their workstations. Users with read-only access will be able to see and browse the project in the Strawberry user interface but will not be able to open it for modification. Then click "Create".
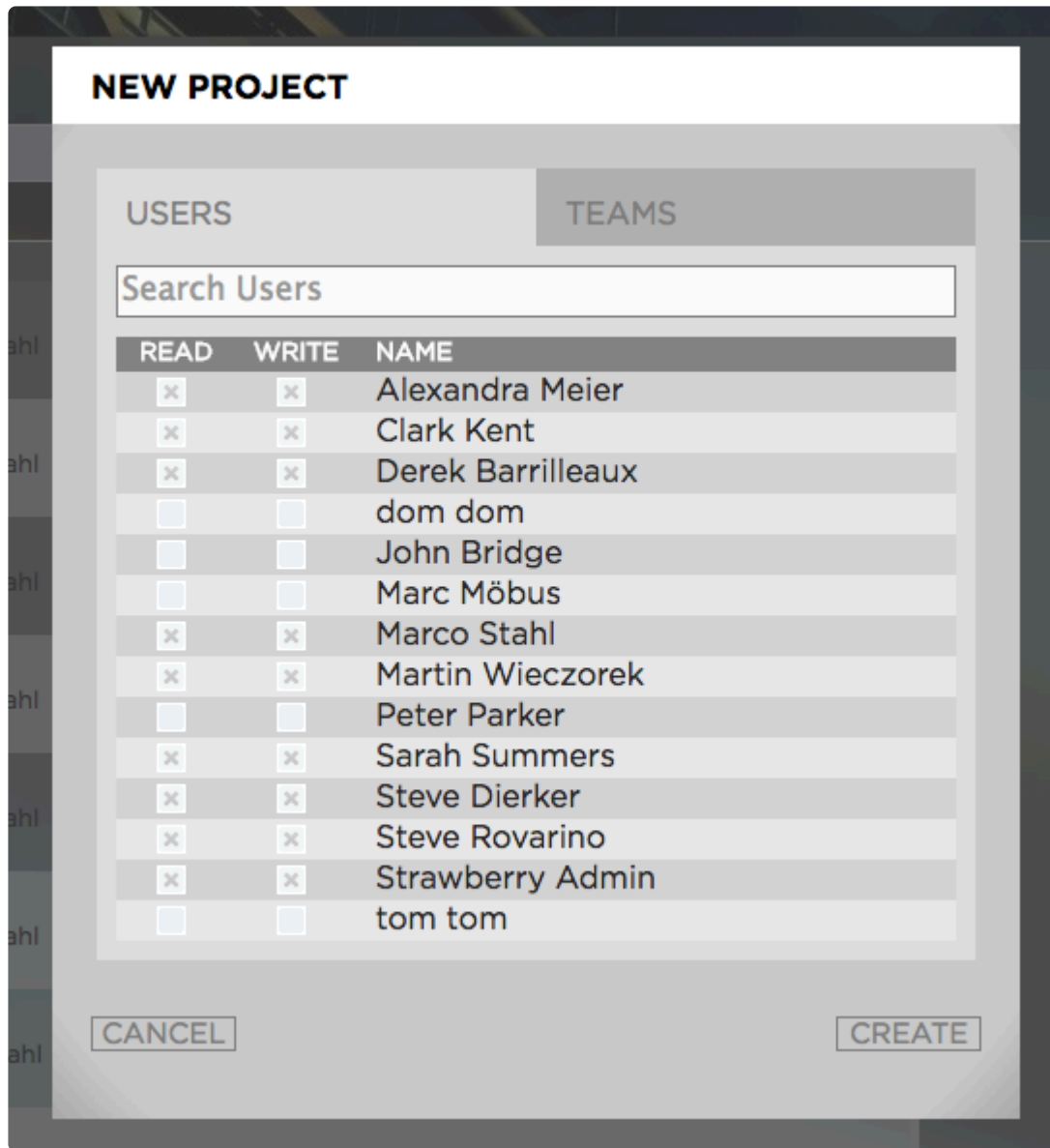
6. Once the project has been created it will automatically be opened on your editing workstation. Depending on the Strawberry server configuration, the project will either appear inside the pre-defined Strawberry drive letter (Windows) or volume (MacOS).

Last modified: Jan 15, 2020

2.3.4. Opening a Project

1. Login to the Strawberry desktop client application with your credentials

2. Select the project that you want to open and click on the "Open" button next to its name. If you want to know how to search for projects, please click here.
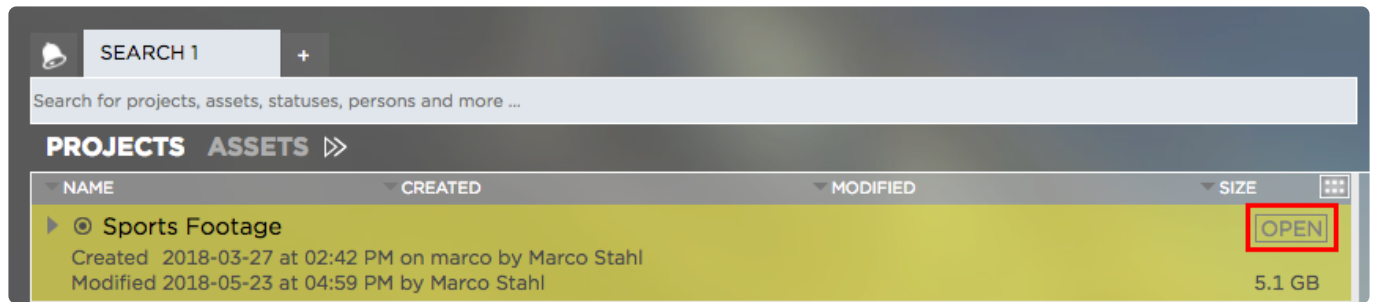
3. Once the project has been opened it will automatically be opened on your editing workstation. Depending on the Strawberry server configuration, the project will either appear inside the pre-defined Strawberry drive letter (Windows) or volume (MacOS).

Last modified: Oct 15, 2019

2.3.5. Subscribing to Projects

The subscription feature is part of the basic and enhanced versions of the "Communications System". Please visit the [Communications System User Guide](#) for details.

Last modified: Oct 15, 2019

2.4. Working with Galleries

About

The Galleries function of Strawberry 6 lets you easily curate galleries that can be shared with anyone, inside or outside of your organization. Simply create a gallery, brand it with your client's logo and add the media you want your client to see. This chapter explains how to use and administer Galleries.

Requirements

- The Galleries feature is part of Strawberry's [Communications System add-on](#). The add-on must be activated on your Strawberry system in order to use this feature.

Contents

- [Creating a Gallery](#)
- [Submitting Assets to a Gallery](#)
- [Gallery Subscriptions](#)
- [Sharing Gallery Assets via Email](#)
- [Managing Galleries](#)

Last modified: Sep 24, 2020

2.4.1. Creating a Gallery

Requirements

• The Galleries feature is part of Strawberry's Communications System add-on. The add-on must be activated on your system in order to use this feature.

• In order to create Galleries, you must have the capability "Can Create Galleries" enabled in your user role. If you are unable to create a new Gallery, please contact an Administrator.

Usage

1. Log into Strawberry using the client application or a supported web browser

2. Click on the "Go to Gallery View" icon
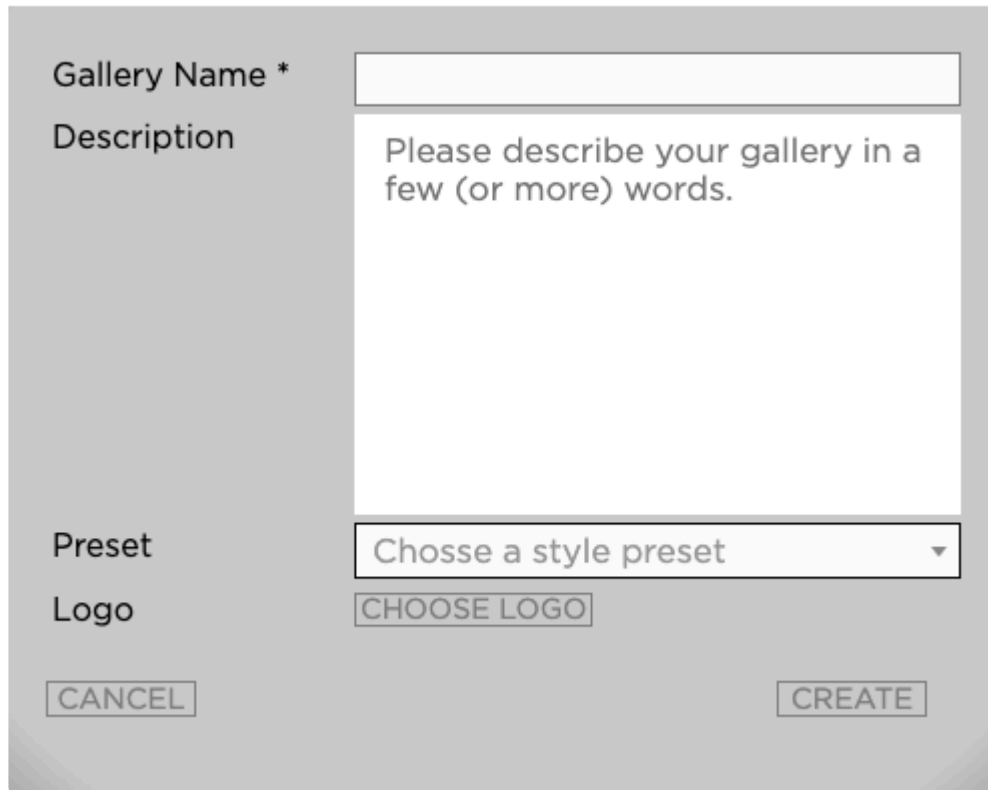
3. Within the Gallery view, click on the "New" button

4. Give the Gallery a name. Optionally you may also provide a description and choose a visual preset

CREATE GALLERY

5. Click on the "Create" button to create the Gallery

> ✳ Once the Gallery has been created, you can invite other people to it.

Last modified: Jan 08, 2020

2.4.2. Submitting Assets to a Gallery

Requirements

• The Galleries feature is part of Strawberry's Communications System add-on. The add-on must be activated on your system in order to use this feature.
• In order to submit assets to Galleries, you must have the capability "Can submit Assets to Galleries" enabled in your user role. If you are unable to submit assets to a Gallery, please contact an Administrator.

Usage

1. Select the asset that you wish to submit to a Gallery. You can also select & submit multiple assets at once.
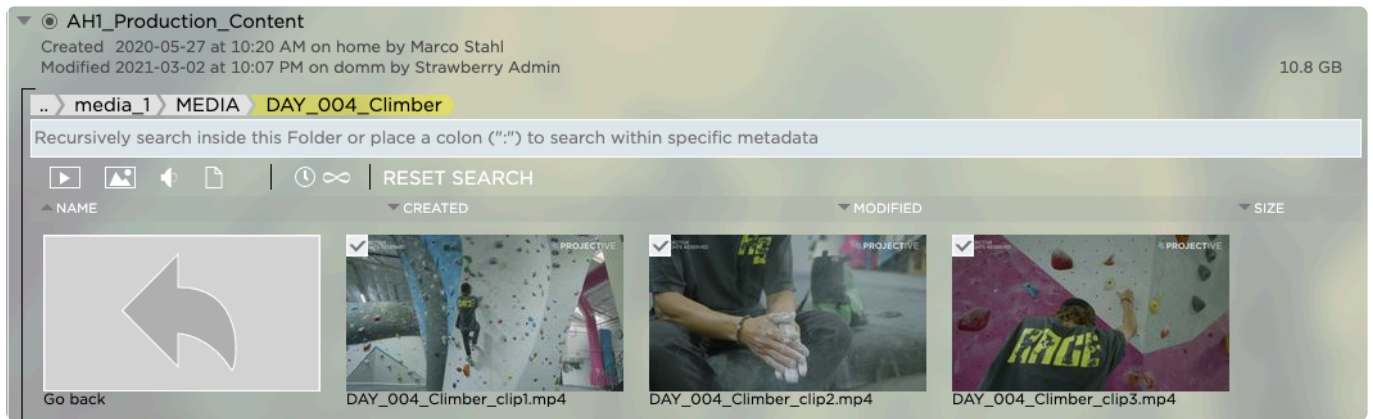
2. Right-click on the selected asset(s) and select "Submit Assets to a Gallery"
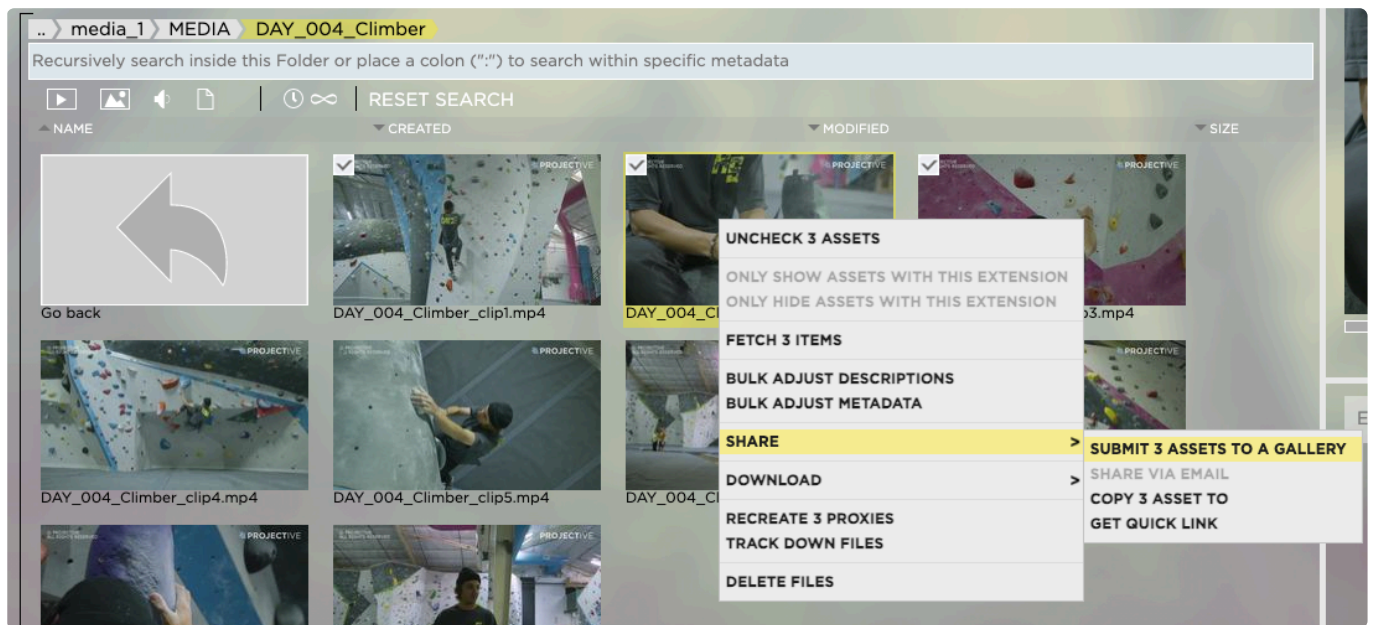
3. Select the target Gallery from the dropdown menu and then click on the "Submit" button

> ✳ Once the assets have been submitted, the managers of the target Gallery will get a notification about the submission.

SUBMIT ASSETS TO GALLERY

To which Gallery do you want to add the asset?

NASA Gallery

CANCEL   SUBMIT

2.4.3. Gallery Subscriptions

About

When subscribed to a Gallery you can receive notifications when other people submit or release new assets to that Gallery or when certain Gallery properties change. To learn more about Gallery notifications, please have a look into the related section of this manual.

Requirements

- The Galleries feature is part of Strawberry's Communications System add-on. The add-on must be activated on your system in order to use this feature.
- To subscribe or unsubscribe to and from a Gallery, you must be a member or manager of it. You won't be able to subscribe to Galleries to which you are not invited.

Subscribing to a Gallery Manually

1. Login to Strawberry and click on the "Go to Gallery View" button
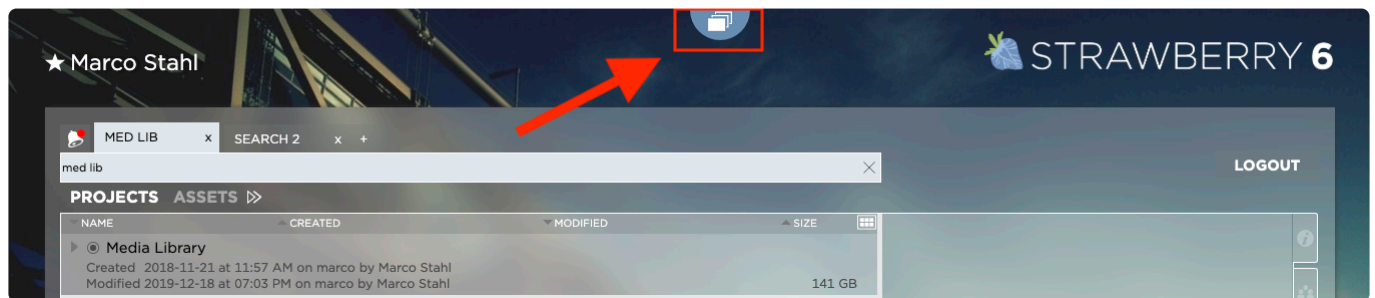
2. Select the Gallery to which you wish to subscribe
3. Click on the "Subscribe" icon in the upper left corner of the Gallery

Subscribing to a Gallery Automatically

You may have Strawberry automatically subscribe you to Galleries based on your interaction with them. To learn more about automated subscriptions, please visit the related section of this manual.

Last modified: Jan 09, 2020
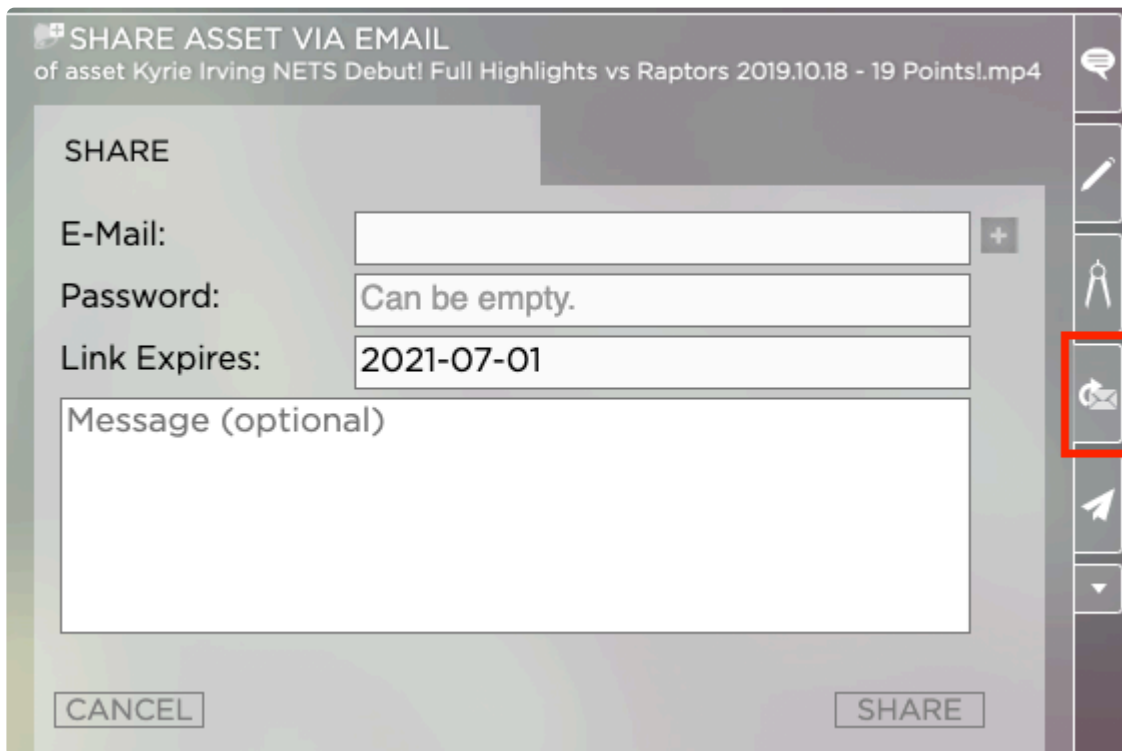
2.4.4. Sharing Gallery Assets via Email

Requirements

- The Galleries feature is part of Strawberry's Communications System add-on. The add-on must be activated on your system in order to use this feature
- External people can only access Email links if the Strawberry system is connected to the Skies cloud infrastructure. Link-sharing for internal (LAN) use is always possible
- A Gallery asset can only be shared via Email if a Gallery manager has enabled this functionality in the asset's release properties
- The scope of what the Email receiver can do with the asset or how long the share-link remains valid is solely determined by its release properties
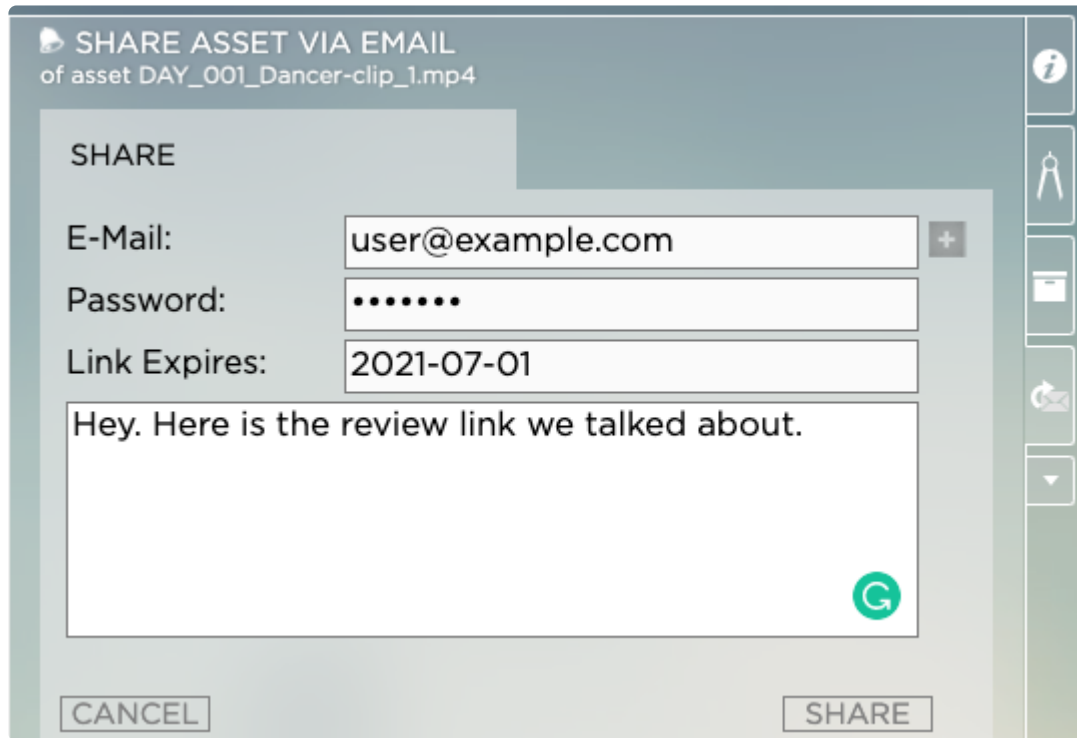
Usage

1. Select the Gallery asset that you wish to share via email
2. Click on the "Share via Email" tab on the right-hand side

3. Enter the Email address into the address field. Click on the "+" button if you wish to share the email

with multiple people.

4. Click on the Share button to send out the link

Last modified: Jan 15, 2020

2.4.5. Managing Galleries (User Guide)

Requirements

• The Galleries feature is part of Strawberry's Communications System add-on. The add-on must be activated on your system in order to use this feature.
• You must be a manager of a Gallery in order to manage it

Contents

• Managing Gallery Users
• Managing Gallery Properties & Metadata
• Releasing Assets inside a Gallery
• Making Gallery Assets Private
• Gallery Asset Release Properties

Last modified: Jan 20, 2020

2.4.5.1. Managing Gallery Users

Requirements

- The Galleries feature is part of Strawberry's Communications System add-on. The add-on must be activated on your system in order to use this feature.
- You must be a manager of a Gallery in order to manage it

Contents

- About Gallery Managers & Members
- Appointing Gallery Managers
- Inviting People to a Gallery
- Removing People from a Gallery

Last modified: Jan 20, 2020

2.4.5.1.1. About Gallery Managers & Members

About Gallery Managers

Galleries can either be managed by Strawberry system Administrator or they can have their own administrative access level called "Gallery Managers". A Gallery Manager can be viewed as the "Administrator" of specific Galleries. There can be multiple Gallery Managers on one Strawberry system. Each Gallery Manager can be responsible for one or more Galleries.

A user becomes the manager of a Gallery when he or she…

- Creates that Gallery (This requires the user role capability "Can Create Galleries")
- Gets appointed by another Gallery Manager

Gallery Manager Capabilities

A gallery manager can do the following things with Galleries that he or she manages.

- Appoint other Managers
- Invite members
- Set and modify descriptions
- Set and modify metadata
- Changing the styles
- Set and change automation settings
- Set and change the release properties of Gallery media assets
- Delete Galleries

About Gallery Members

Gallery members are regular (non-administrative) users of Galleries. Once a user is a member of a Gallery he or she can…

- see released Gallery assets only. Private Gallery assets are hidden to them.
- see the Gallery description
- see the Gallery managers and members of that Gallery
- interact with Gallery content based on the release properties as defined by a Gallery manager

Last modified: Jan 20, 2020

2.4.5.1.2. Appointing Gallery Managers

Requirements

- The Galleries feature is part of Strawberry's Communications System add-on. The add-on must be activated on your system in order to use this feature
- To appoint a Gallery Manager to a Gallery, you must either be a manager of that Gallery or a Strawberry Administrator

Usage

1. Select the Gallery to which you want to add another Gallery Manager
2. Click on the "Show Gallery Properties" icon
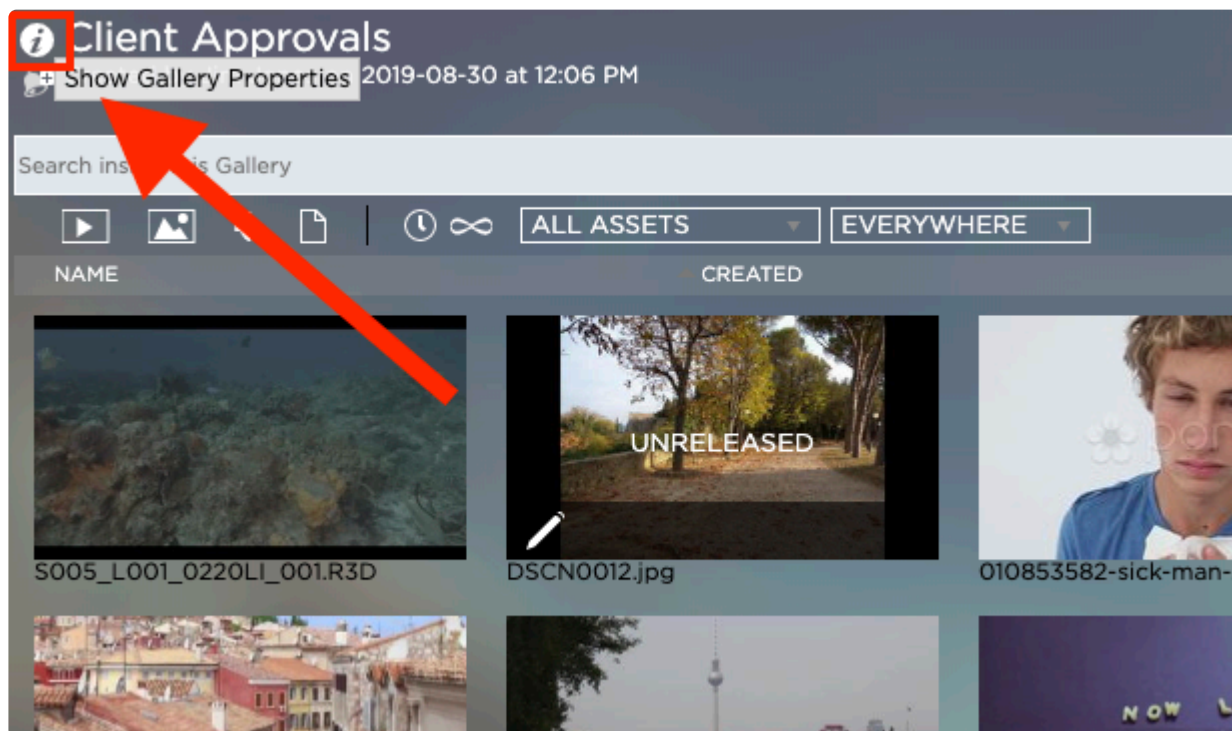
3. Click on the "+" icon next to the "Gallery Managers" heading

4. Search for the user that you wish to appoint or invite an external person by entering an email address
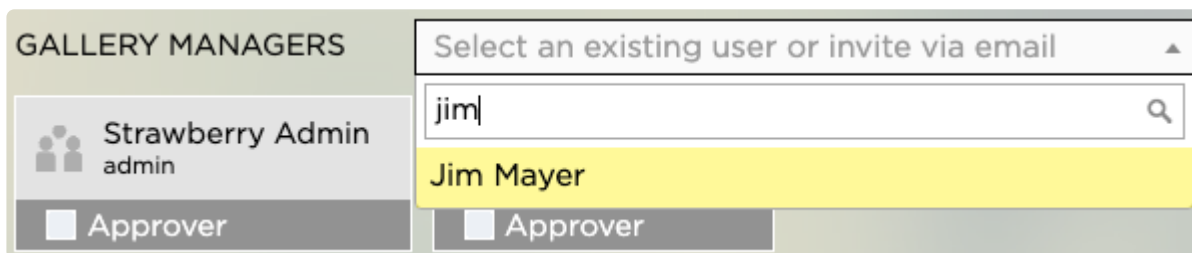
5. Once you have found the user or have entered the Email address, click on the name or Email address to appoint the person a Gallery Manager

6. Repeat the above steps if you wish to appoint additional managers to that Gallery

Last modified: Jan 15, 2020

2.4.5.1.3. Inviting People to a Gallery

About

This chapter explains how to invite people to a Gallery & making them Gallery Members.

Requirements

• The Galleries feature is part of Strawberry's Communications System add-on. The add-on must be activated on your system in order to use this feature
• To invite a person to a Gallery, you must either be a manager of that Gallery or a Strawberry Administrator

Usage

1. Select the Gallery to which you want to invite a new member
2. Click on the "Show Gallery Properties" icon
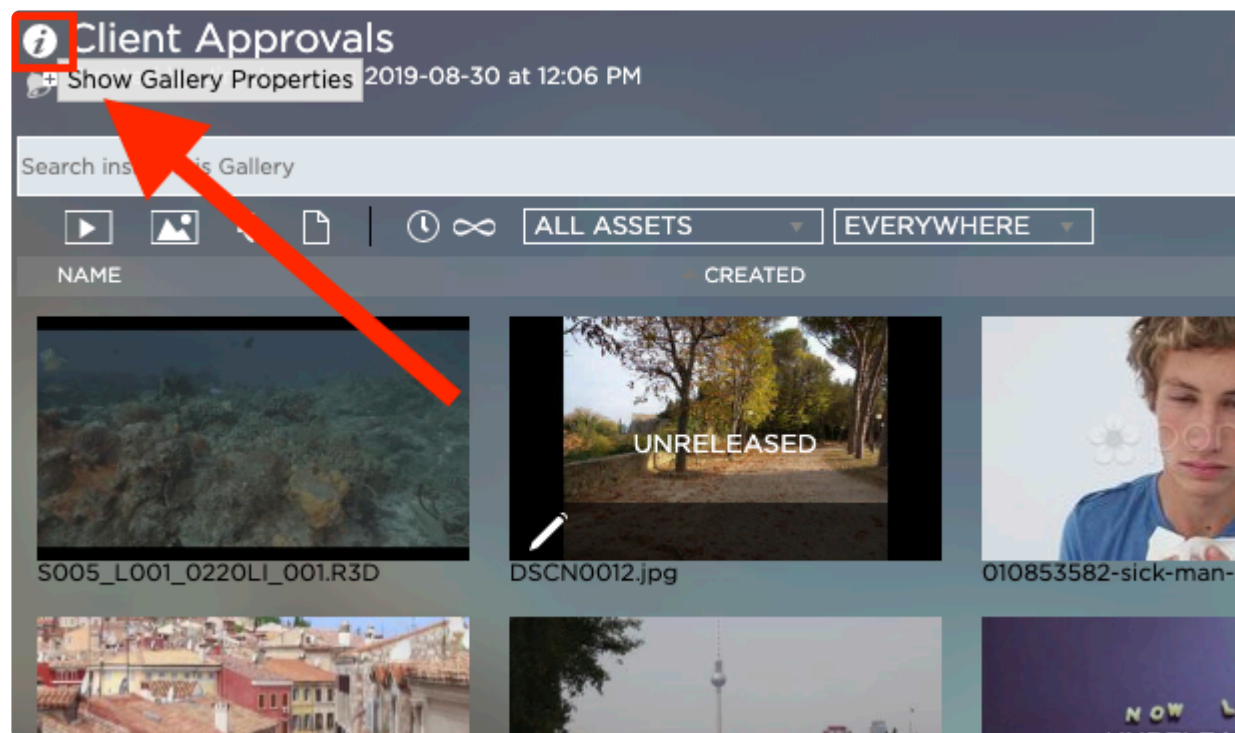
3. Click on the "+" icon next to the "Gallery Members" heading

4. Search for the internal person that you wish to invite or invite an external person by entering an email address
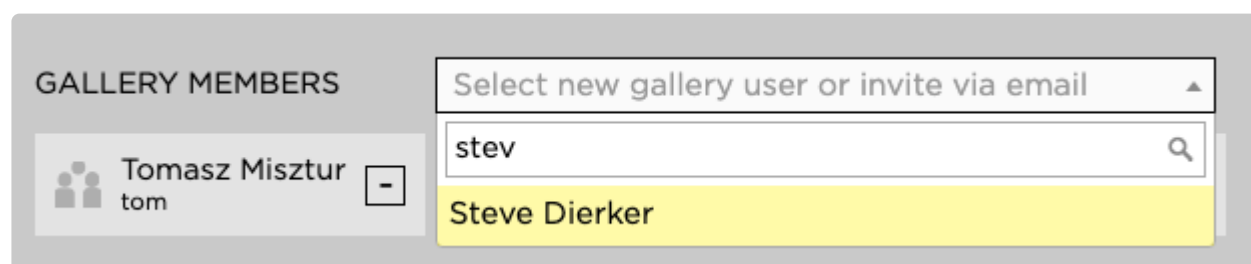
5. Once you have found the user or have entered the Email address, click on the name or Email address to invite this person to the Gallery
6. Repeat the above steps if you wish to invite additional persons

Last modified: Jan 15, 2020

2.4.5.1.4. Removing People from a Gallery

Requirements & Info

• The Galleries feature is part of Strawberry's Communications System add-on. The add-on must be activated on your system in order to use this feature

• To remove a person from a Gallery, you must either be a manager of that Gallery or a Strawberry Administrator

• The below steps are equally valid for Gallery Managers and Members

Usage

1. Select the Gallery from which you want to remove a Member or Manager
2. Click on the "Show Gallery Properties" icon
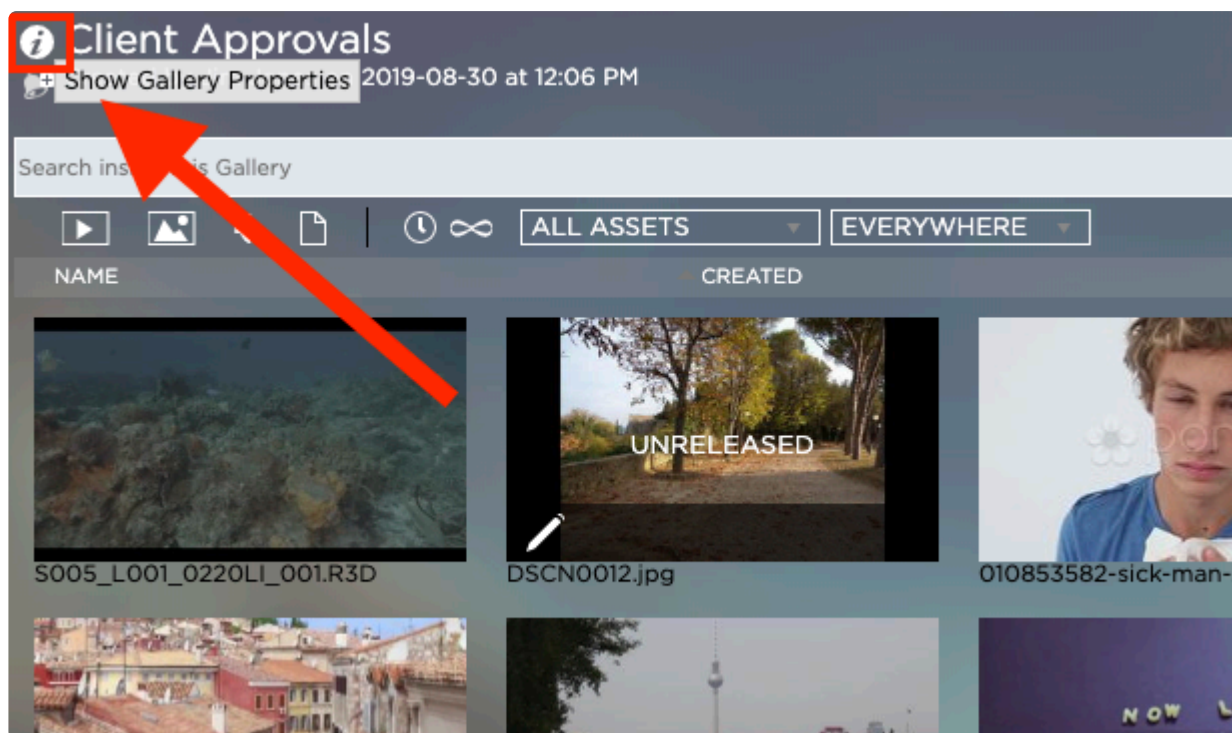
3. Click on the "-" icon next to the name of the person you wish to remove.
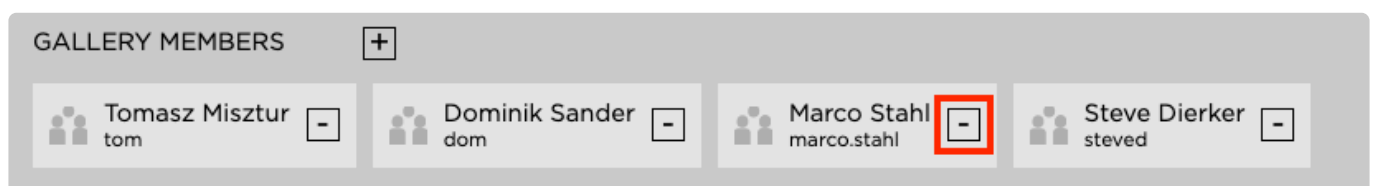
Last modified: Jan 15, 2020

2.4.5.2. Managing Gallery Properties &

Metadata

Requirements

- The Galleries feature is part of Strawberry's Communications System add-on. The add-on must be activated on your system in order to use this feature.
- You must be a manager of a Gallery in order to manage it

Contents

Last modified: Jan 20, 2020

2.4.5.2.1. Modifying the Description of a Gallery

About

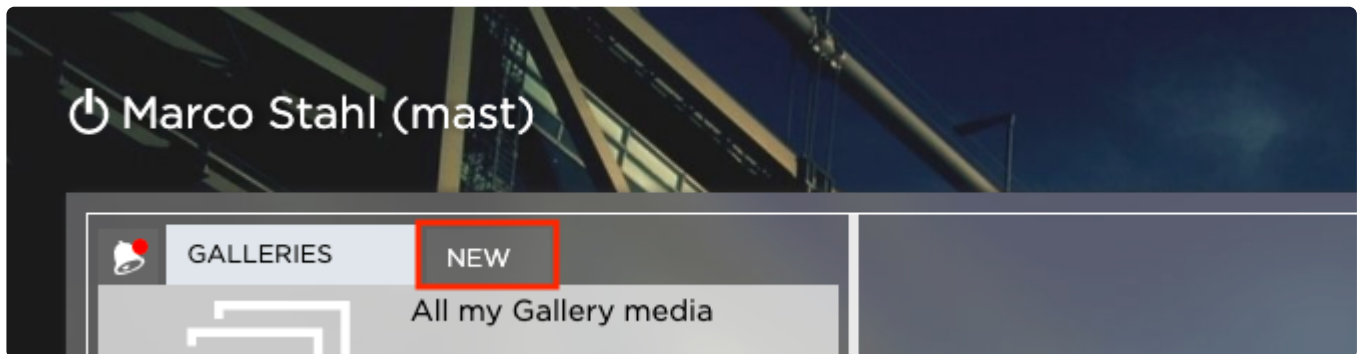This chapter explains how to invite people to a Gallery & making them Gallery Members.

Requirements

- The Galleries feature is part of Strawberry's Communications System add-on. The add-on must be activated on your system in order to use this feature
- To edit a Gallery's description, you must either be a manager of that Gallery or a Strawberry Administrator

Usage

1. Select the Gallery to which you want to invite a new member
2. Click on the "Show Gallery Properties" icon
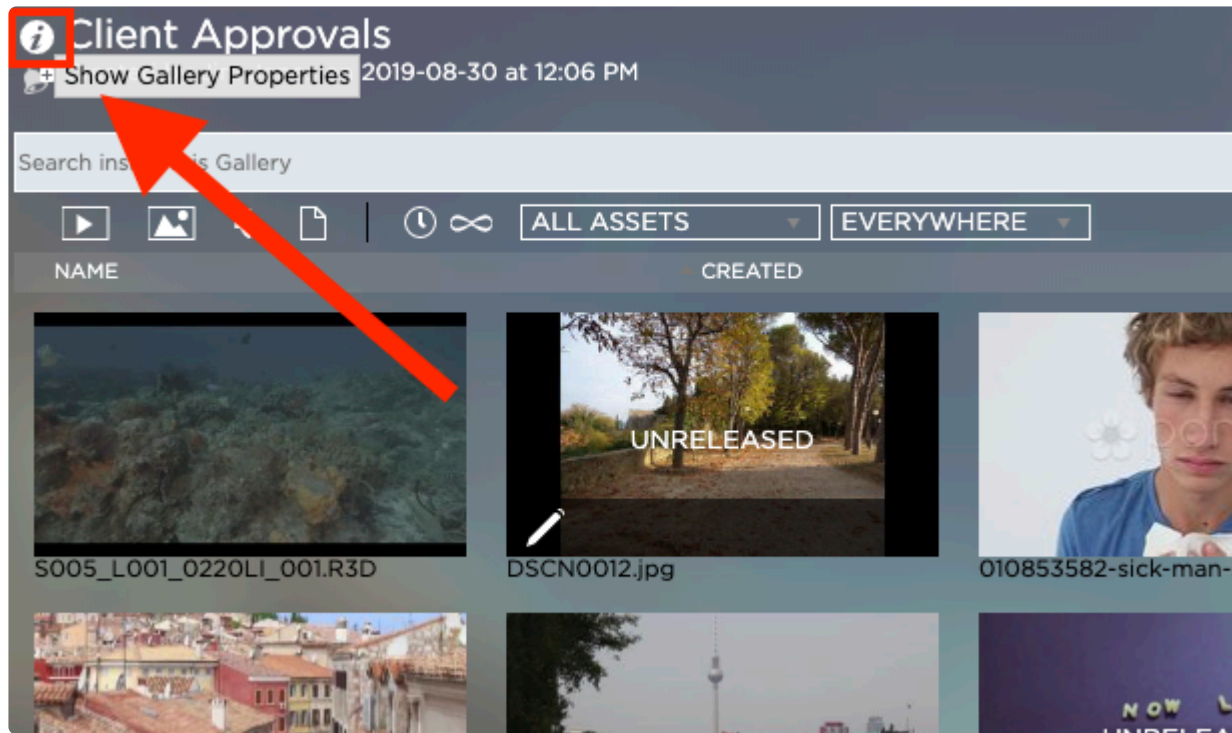
3. Click in the "Description" field and enter your text
4. Once you are done, click on the "Save" button

2.4.5.2.2. Managing Gallery Styles

About

For branding purposes, each Gallery can have a dedicated logo associated with it. Gallery style presets can only be created from the Strawberry admin panel. Gallery managers can choose from existing presets or can upload a custom logo for each Gallery.

Requirements

- The Galleries feature is part of Strawberry's Communications System add-on. The add-on must be activated on your system in order to use this feature
- To edit a Gallery's style, you must either be a manager of that Gallery or a Strawberry Administrator

Usage

1. Select the Gallery of which you want to modify the style
2. Click on the "Show Gallery Properties" icon
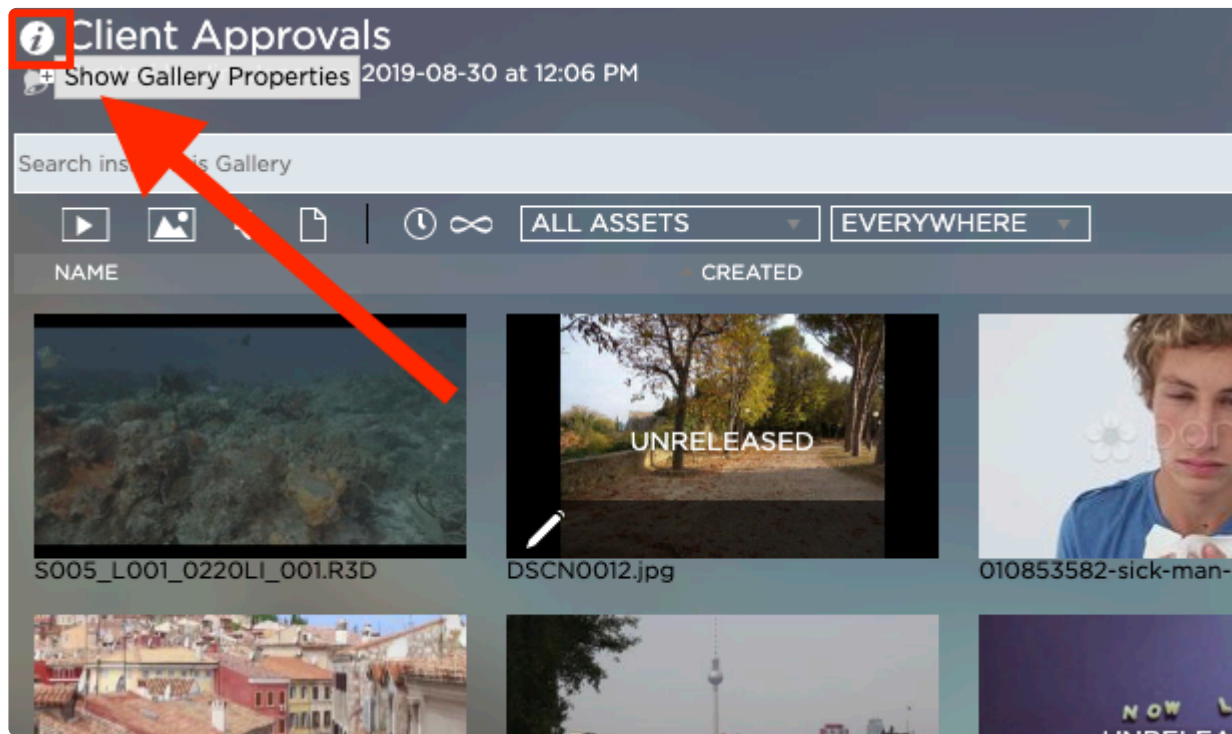
3. Navigate to the Gallery Style" section
4. Choose a style from the dropdown menu or upload a logo for the gallery. Strawberry will automatically resize the logo to fit the gallery without changing its aspect ratio.


Last modified: Jan 20, 2020

2.4.5.2.3. Gallery Automation Settings

Requirements

- The Galleries feature is part of Strawberry's Communications System add-on. The add-on must be activated on your system in order to use this feature.
- To change the Automation Settings of a Gallery you must be a manager of that Gallery

Usage

1. Select the Gallery which automation settings you wish to change
2. Click on the "Show Gallery Properties" icon
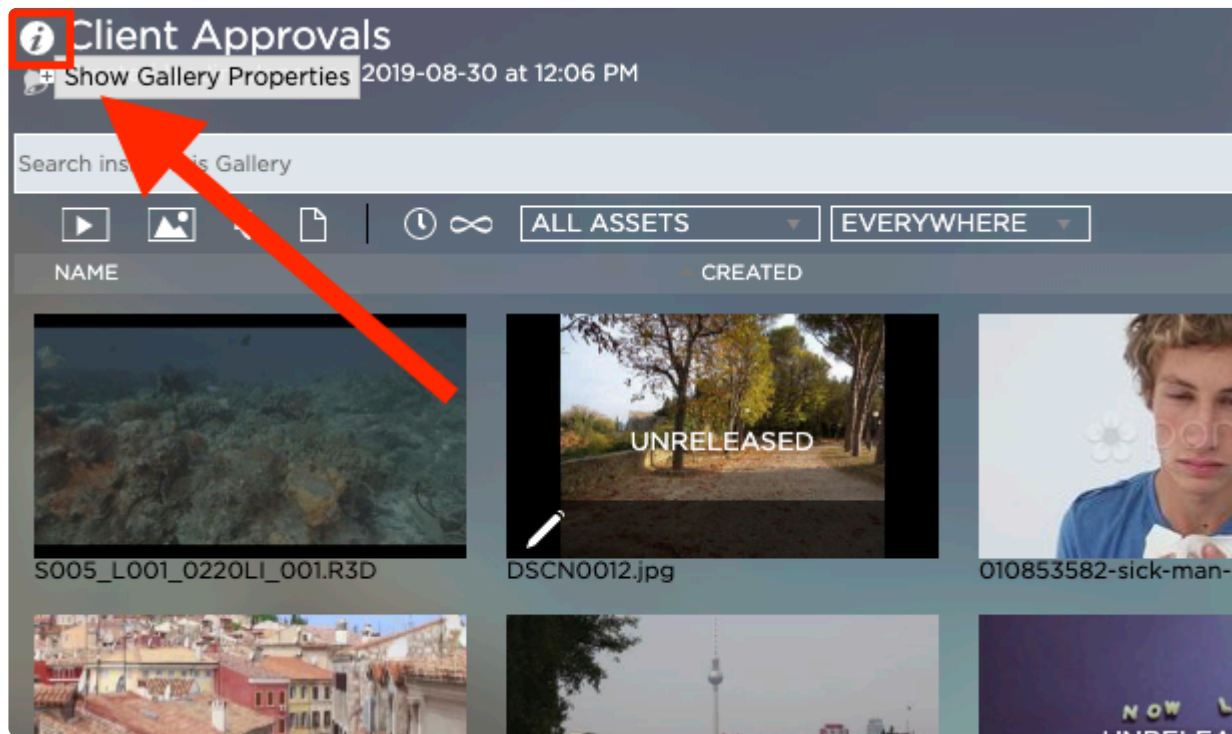
3. Navigate to the "Gallery Automation" section

Here you can configure the following…

Automatically release submission to this Gallery

If enabled and a user submits an asset to a Gallery, then this asset will be released automatically, making it visible to **all** Gallery Members right away. It is not recommended to enable this setting in Galleries that are used for approval workflow with clients as unchecked submission could be erroneous.

Auto-released assets can be downloaded

> ✱   This feature requires "Automatically release submission to this Gallery" to be enabled

If enabled, proxy versions auto-released assets can be downloaded right away. Be aware that download versions of proxies are not encrypted!

Auto-released assets can be shared via Email

> ✱ This feature requires "Automatically release submission to this Gallery" to be enabled

If enabled, auto-released assets can be shared via Email right away.

Last modified: Jan 15, 2020
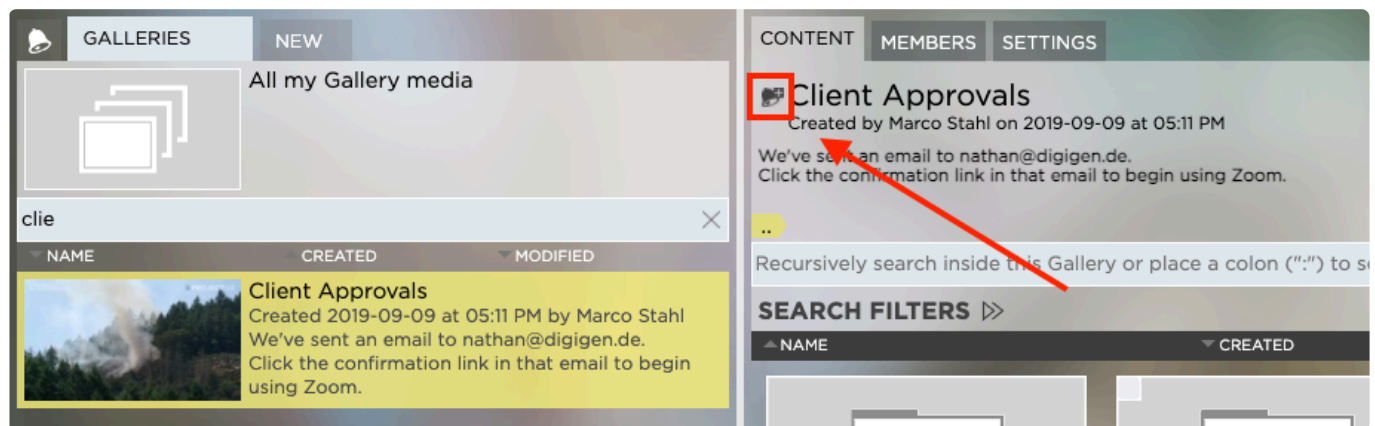
2.4.5.2.4. Deleting a Gallery

Requirements & Info

• The Galleries feature is part of Strawberry's Communications System add-on. The add-on must be activated on your system in order to use this feature
• To delete a Gallery, you must either be a manager of that Gallery or a Strawberry Administrator
• Deleting a Gallery will also delete all of its content
• **This process can not be undone!**

Usage

1. Select the Gallery that you wish to delete
2. Click on the "Show Gallery Properties" icon
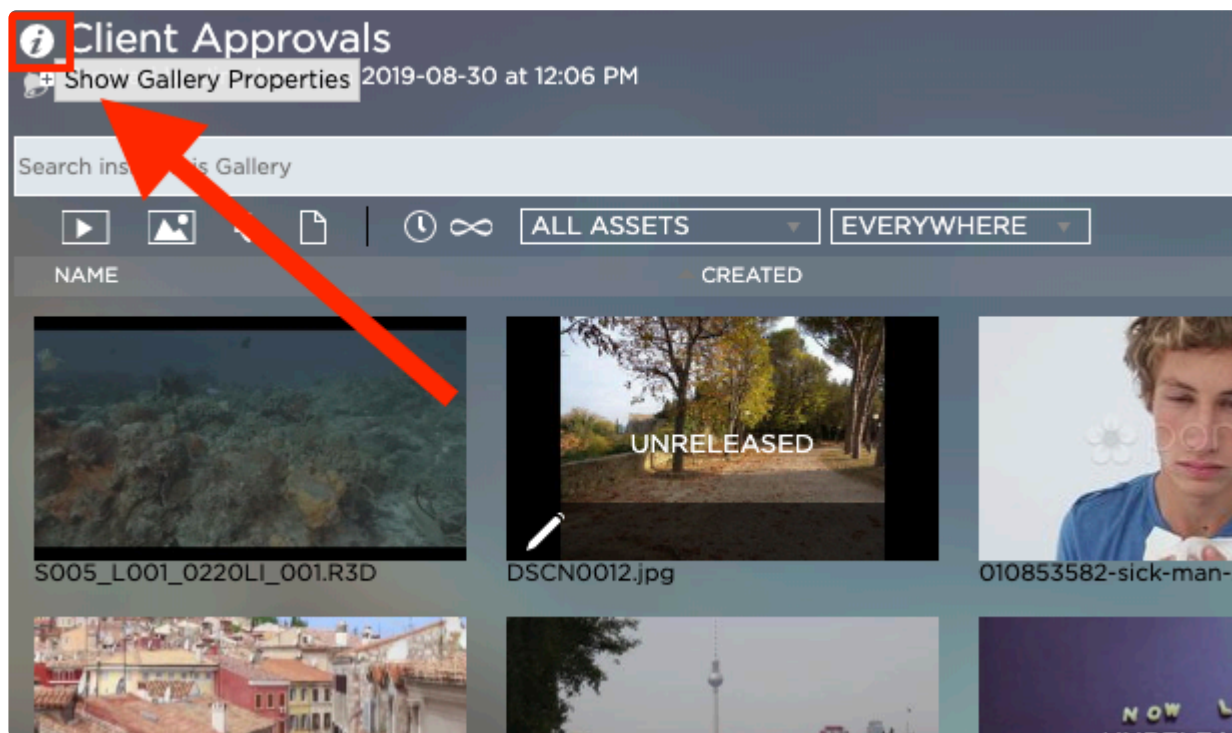
3. Scroll down to the "Delete Gallery" section
4. Click on the "Delete Gallery" button
5. Confirm the deletion by clicking on the "Yes" button

2.4.5.3. Releasing Assets inside a Gallery

About

Gallery members can only see Gallery content that has been released. This chapter describes how to release Gallery content manually. Galleries can also be configured to automatically release content upon submission.

Requirements

• The Galleries feature is part of Strawberry's Communications System add-on. The add-on must be activated on your system in order to use this feature.

• To release asset within a Gallery you must be a manager of that Gallery

Usage

1. Select the Gallery asset that you wish to release by clicking on it.
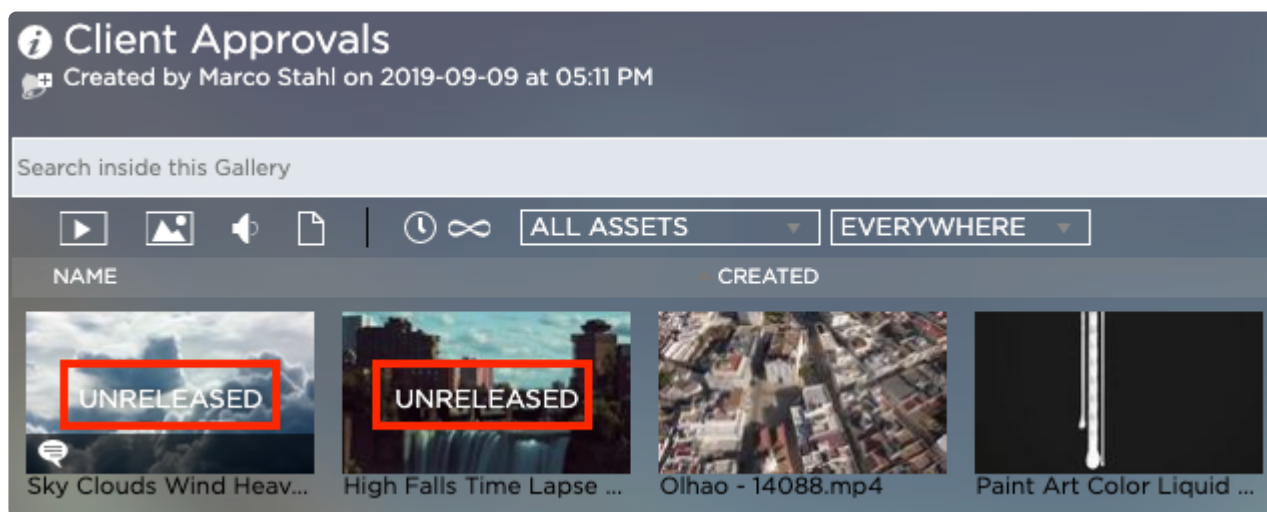
Unreleased Gallery assets have an "Unreleased" tag on their preview thumbnail

2. Once the asset is open in annotation view, click on the "Release Properties" icon in the menu bar on the right-hand side
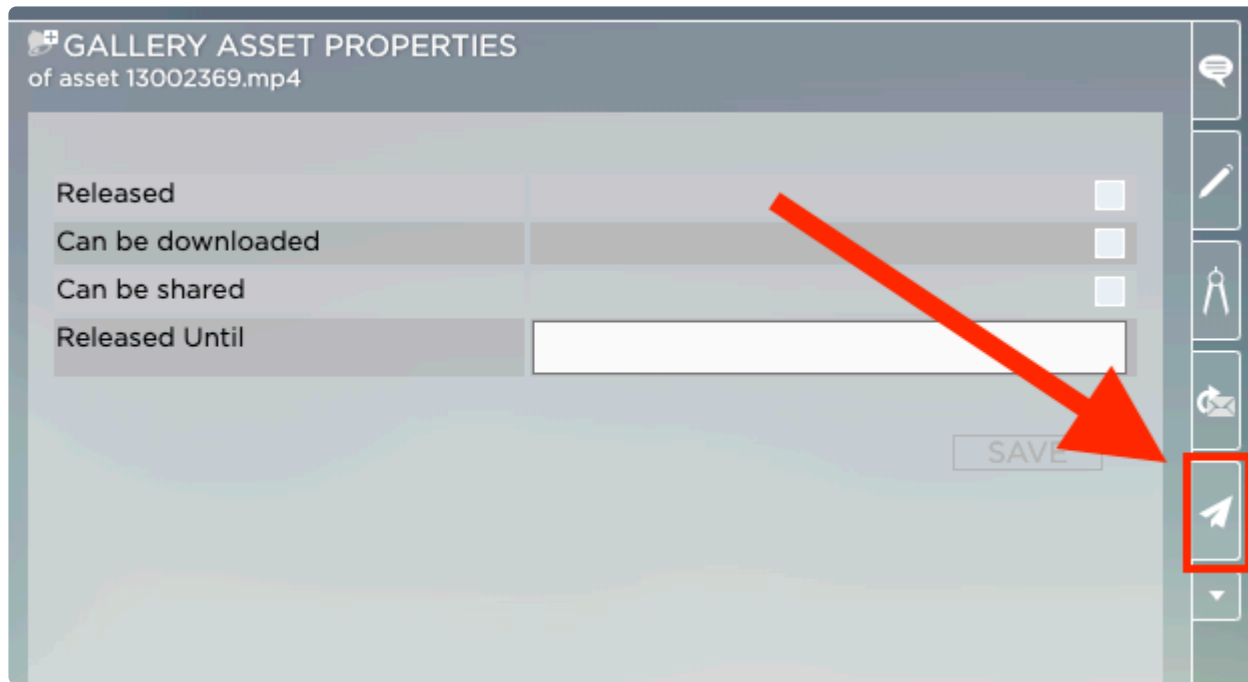
3. Check the box next to "Released". From this screen, you can also set the asset to be downloadable & re-sharable (via Email links). You can also restrict the release period to a certain date. Please visit the related section of this manual for more information on release properties.

4. Click on the "Save" button to apply the changes

2.4.5.4. Making Gallery Assets Private

About

Gallery members can only see Gallery content that has been released. This chapter describes how to make already released Gallery content private again so that it becomes "invisible" to Gallery Members.

Requirements

* The Galleries feature is part of Strawberry's Communications System add-on. The add-on must be activated on your system in order to use this feature.
* To make an asset within a Gallery private you must be a manager of that Gallery

Usage

1. Select the Gallery asset that you wish to set private by clicking on it. Released assets don't have an "Unreleased" tag on their thumbnail.
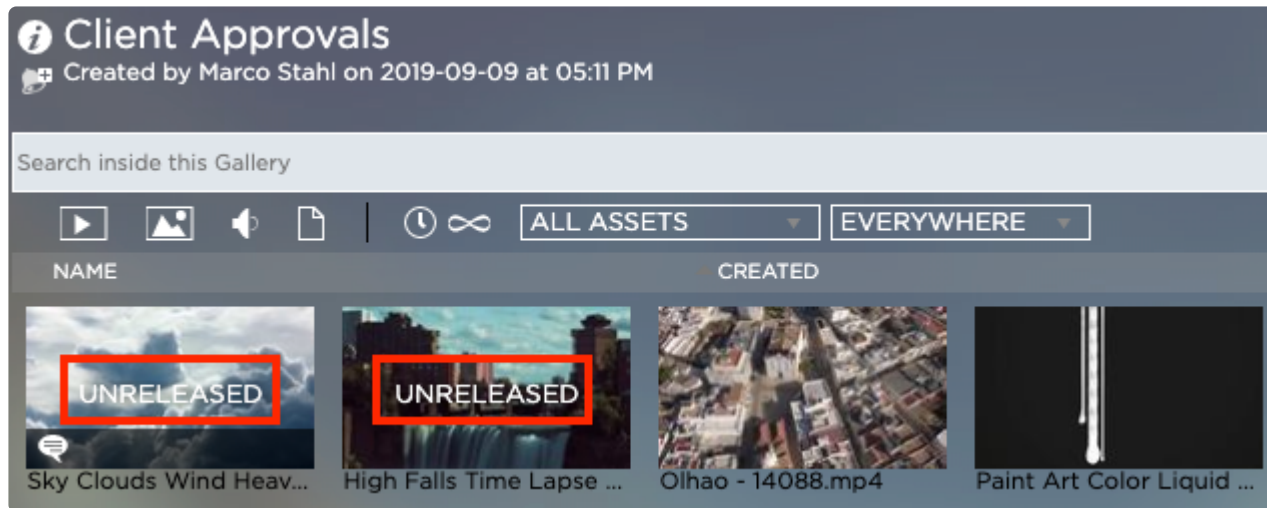
2. Once the asset is open in annotation view, click on the "Release Properties" icon in the menu bar on the right-hand side
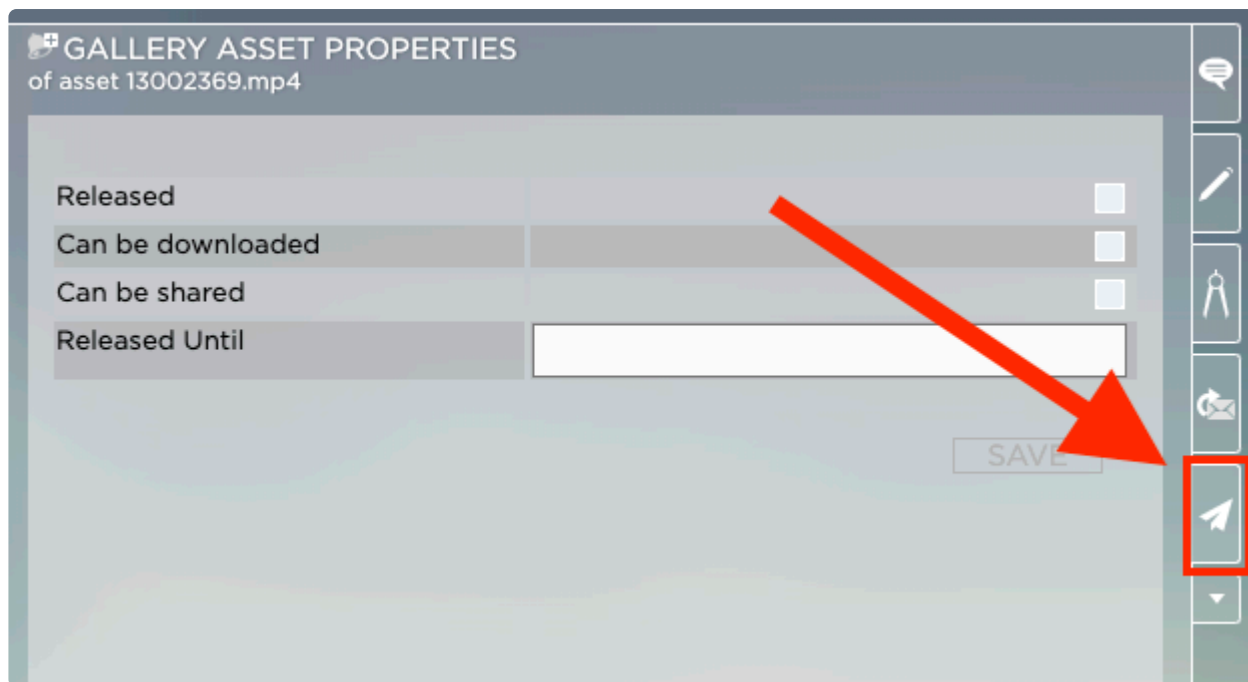
3. Uncheck the box next to "Released"
4. Click on the "Save" button to apply the changes

Last modified: Jan 15, 2020
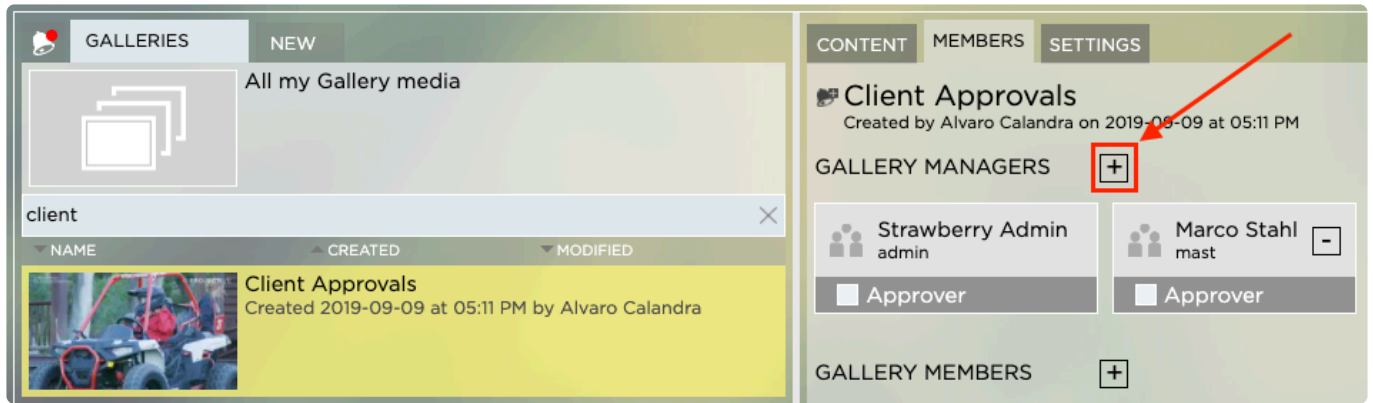
2.4.5.5. Gallery Asset Release Properties
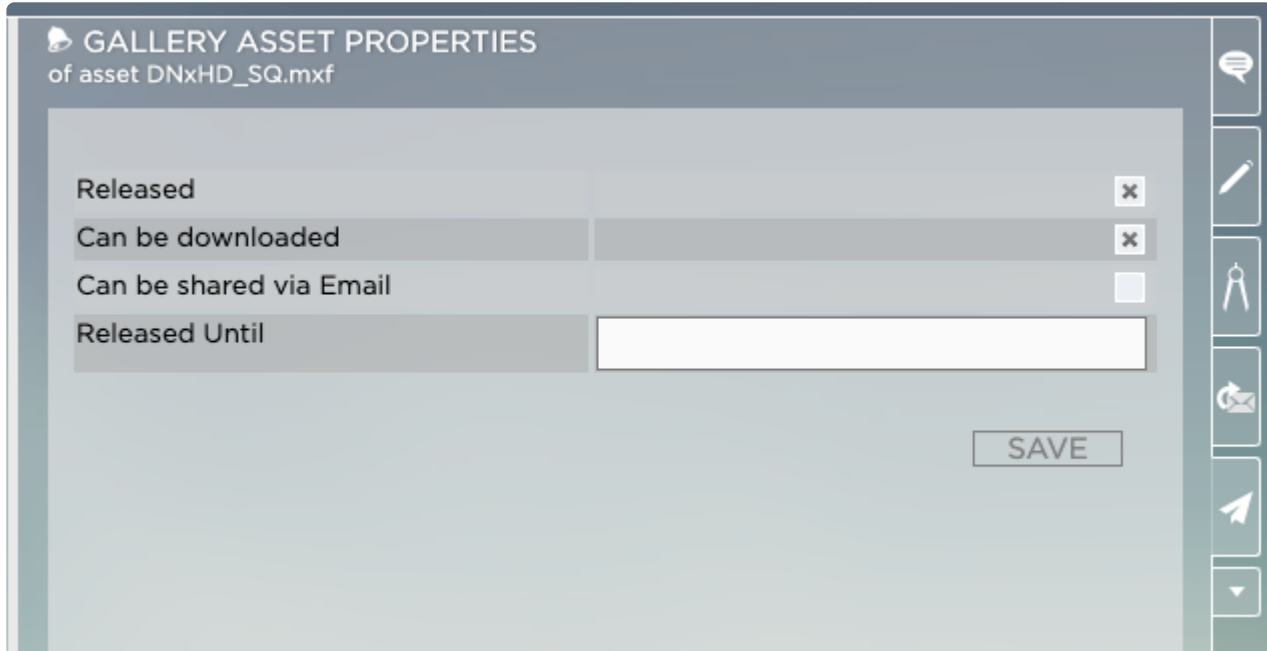
Requirements

- The Galleries feature is part of Strawberry's Communications System add-on. The add-on must be activated on your system in order to use this feature.
- To release asset within a Gallery you must be a manager of that Gallery

About

Gallery managers can control the release properties for each individual asset inside a Gallery. Gallery members are bound to these properties when interacting with the assets.

Usage

Released

While an asset is unreleased (private) only Gallery managers can see it. As soon as an asset is released, Gallery members can see it. The release of an asset will also trigger notifications to Gallery members, informing them about the release of the asset. Released Gallery assets that have already been released can also be made private again.

Proxy can be Downloaded

If this box is checked, Gallery members can download the proxy version of the Gallery asset to their local computer. For content security reasons we do not recommend to use this feature when working with sensitive data. If utilizing the feature is a necessity, we recommend having visual watermarking enabled for downloadable proxy files.

Can be shared via Email

If this boxed is checked Gallery members can share the asset with other individuals via email. Please note that the release properties of this asset will also be valid for the Email receiver.

Released Until

When clicking on this field a calendar will open. Using this calendar you can decide for how long the

asset should remain released until Strawberry sets it to private (unreleased) again. When the asset is unreleased, Gallery members will no longer be able to see it in the Gallery and all email links for this asset will stop working.

Last modified: Jan 15, 2020

2.5. Working with Media Assets

- [Searching for Assets](#)
- [Working with Markers](#)
- [The Strawberry Media Player](#)
- [Adding Assets to Projects](#)
- [Adding Assets to Galleries](#)
- [Linking Assets between Projects](#)
- [Viewing and Changing Asset Metadata](#)
- [Subscribing to Assets](#)
- [Sharing Assets via Email](#)

Last modified: Jan 15, 2020

2.5.1. Searching for Assets

✱ Strawberry supports the usage of boolean search operators. [Click here to learn more about it](#).

Basic Asset Search

1. Login to the Strawbery user interface with your credentials
2. Select a search tab or create a new search tab by clicking on the "+" button next to an existing tab
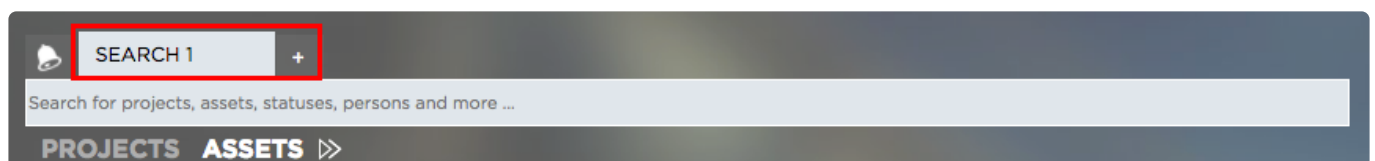
3. Make sure that the "Assets" search filter is selected
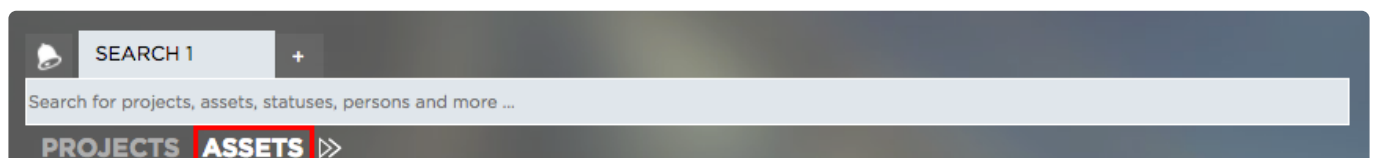
4. Enter your search term into the search field. You don't need to press "enter" as the search will start instantly as you type. Per default, Strawberry searches through the following asset metadata.

- Asset names
- Asset descriptions
- Custom asset metadata
- Asset Markers (Annotations)
- Asset folder paths
- Assets project metadata
- Technical metadata
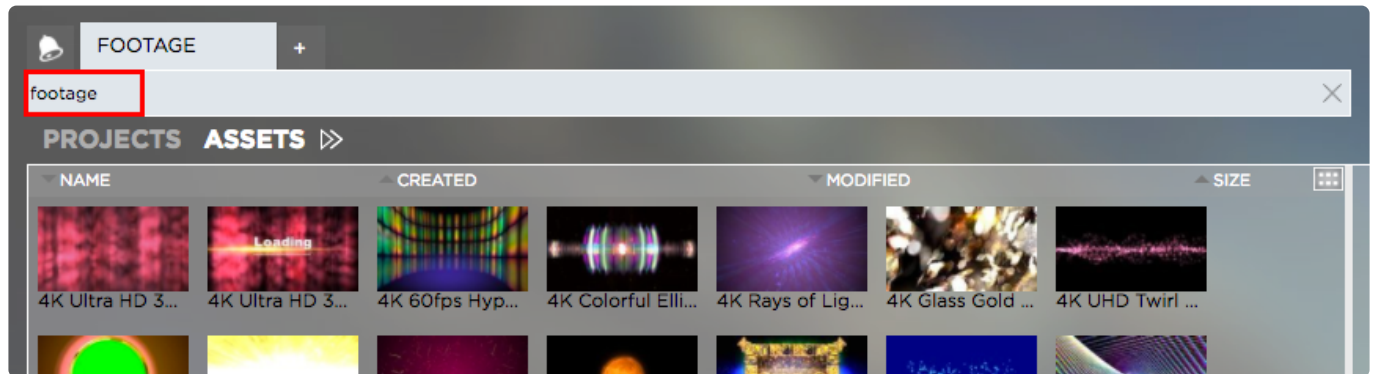
Advanced Asset Search

You can further narrow down asset search results by using Strawberry's advanced search.

1. Follow the above steps inside the "Basic Search" paragraph
2. Click on the "Show Advanced Search" icon next to your Project & Assets search filter
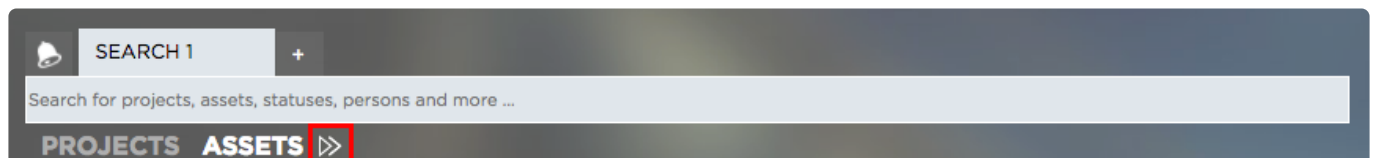
3. The following search filters will appear:

Storage Location Filter

You can enable/disable individual storage location filters by clicking on them. Right-click on a filter to perform bulk actions for that filter.
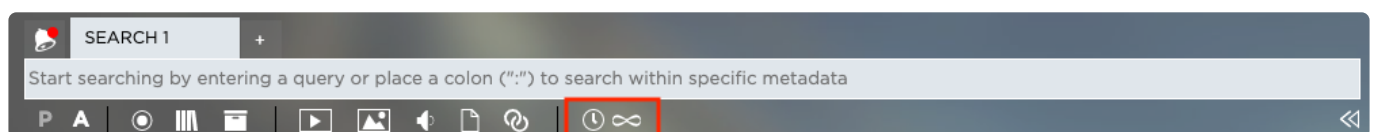
- Online (left icon) – Searches for assets on the online storage
- Library (middle icon) – Searches for library assets
- Archive (right icon) – Searches for assets that are in the archive

Asset Type Filters

You can enable/disable individual asset type filters by clicking on them. Right-click on a filter to perform bulk actions for that filter.
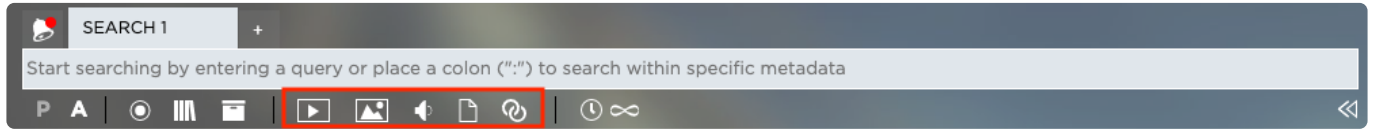
Asset type filters from left to right are:

- Video Files
- Image Files
- Audio Files
- Non-Media Files
- Linked Files

Time Filter

When hovering over the time filter, a time slider will appear. Use the slider to narrow down the search in the following time segments:

- Beginning of Time (∞)
- Last Year (1Y)
- Last Quarter (3M)
- Last Month (1M)
- Last Week (1W)
- 24 Hours (1D)
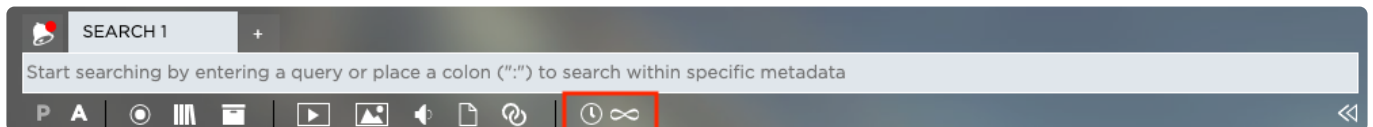
Search Scope

Click on the drop-down menu to narrow down your project search results by additional criteria.
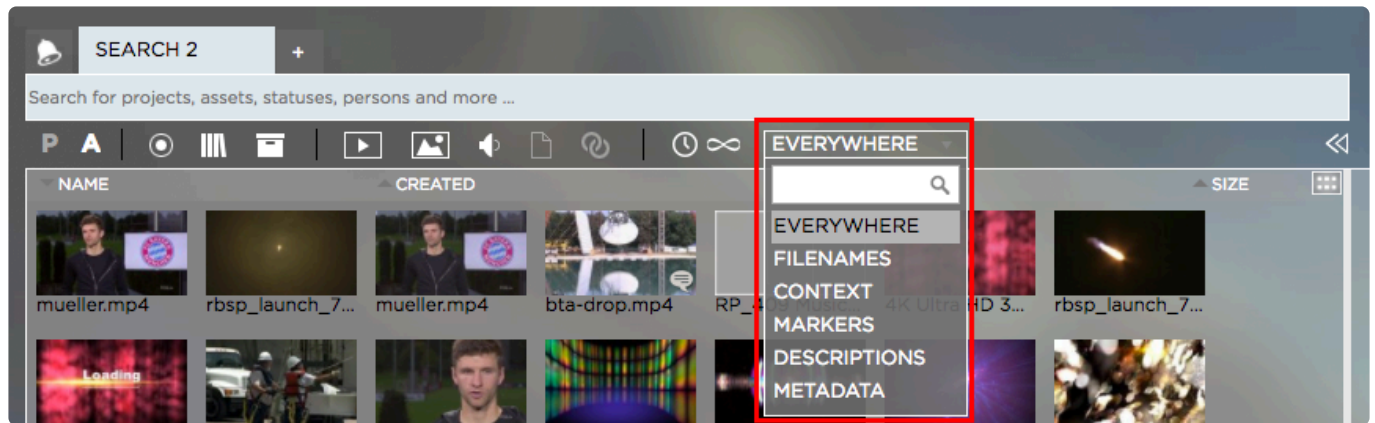
Asset scope filters are

- Everywhere: Searches through all available filters
- Filenames: Searches for assets by their filenames only
- Context: Searches for assets by…
  - .. their folder path
  - .. the metadata of their parent project
  - .. the status of their parent project
  - .. the template of their parent project
- Descriptions: Searches trough asset descriptions
- Metadata: Searches through technical and custom asset metadata

> ✳ You can use boolean search to refine you Strawberry search results. Please visit the "Boolean Search" chapter for more information.

Last modified: Oct 15, 2019

2.5.2. Working with Markers (Annotations)

- Annotating on Assets
- Leaving the Annotation View
- Drawing on Frames
- Mentions and Replies
- Searching and Filtering Annotations
- Downloading Annotations
- Importing Strawberry Markers into Adobe Premiere Pro CC
- Importing Strawberry Markers into Adobe After Effects CC
- Importing Strawberry Markers into Avid Media Composer

Last modified: Oct 15, 2019

2.5.2.1. Annotating on Assets (adding Markers)

1. Login to Strawberry using your credentials
2. Select a media asset by clicking on it
3. Click on the "Go to Annotation View" icon

4. Once in "Annotation View" you can annotate on the asset in the following ways
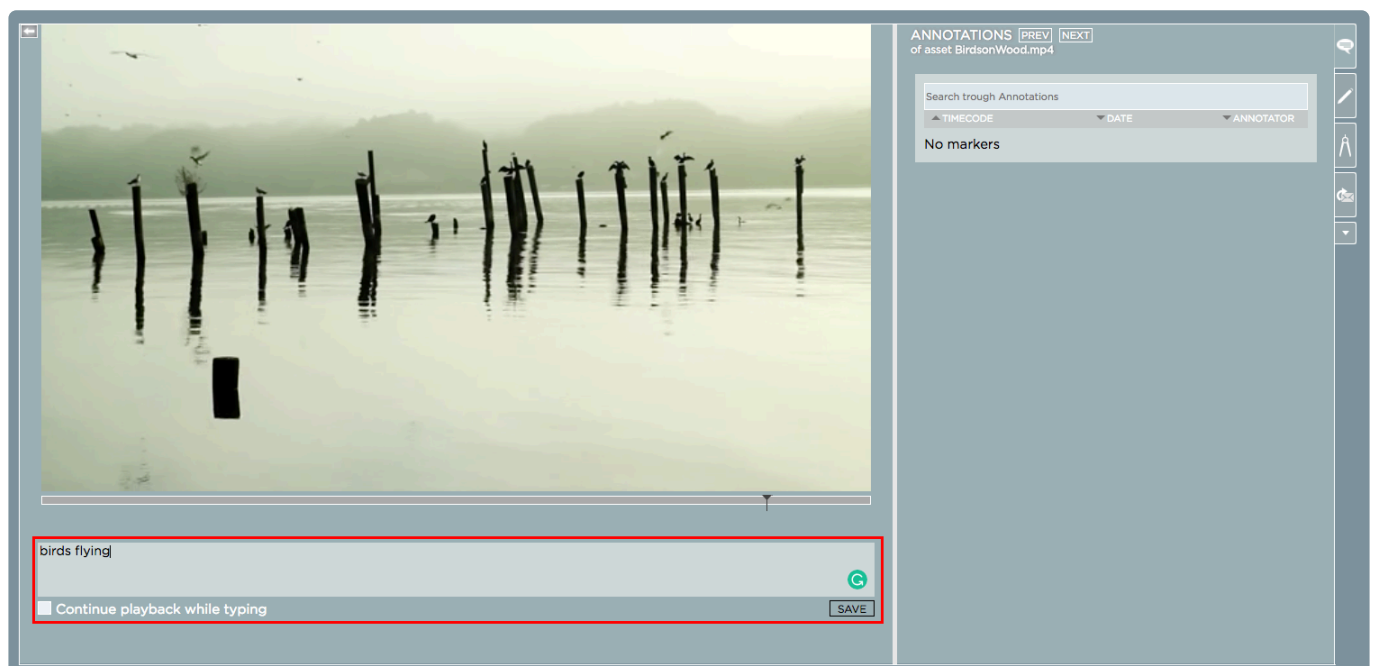
1. You may annotate a specific frame by navigating to that frame using the mouse. Once you have reached the frame, type your annotation into the text field below the video preview and press enter.

2. You may annotate "on the fly" by typing your annotations into the text field while the video is playing back and press "Enter" to save the annotation. Per default, the video will pause while you type. If you want to continue the video playback while you type, please check the box next to "Continue playback while typing"that is located below the text field.

Last modified: Oct 15, 2019

2.5.2.2. Leaving the Annotation View

In order to leave the annotation view, just hover with the mouse over the video preview area and click on the "Leave Annotation View" button in the upper left corner.
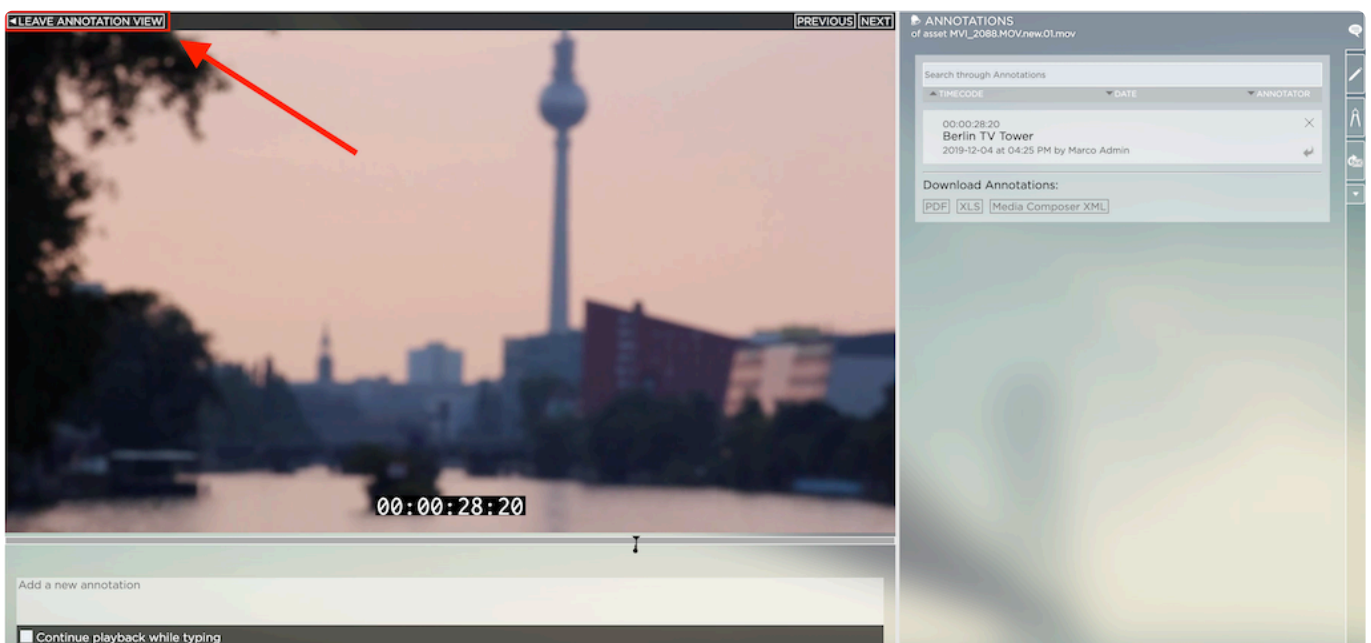
Last modified: Dec 04, 2019

2.5.2.3. Drawing on Frames

> ✳ This feature is only available when using the <u>enhanced version of the Communications System</u>.

1. Login to Strawberry using your credentials
2. Select a media asset by clicking on it
3. Click on the "Go to Annotation View" icon

Adding a Drawing to a Frame

4. Once inside the "Annotation View", please select a frame on which you want to draw

5. Select a shape and a color from the drawing toolbox
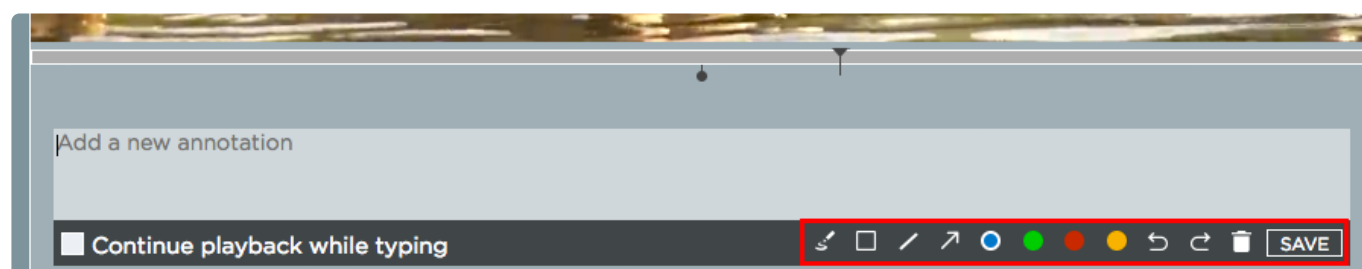
6. Draw on any part of the frame as you like. You may change shapes and colors while you are drawing. Use the "undo" and "redo" button inside the drawing toolbox to undo and redo drawing steps. Use the trash can icon to delete your drawing. You may also add text to the drawing by typing it into the text field above the drawing toolbox.

7. Once the drawing is completed, click on the "Save" button
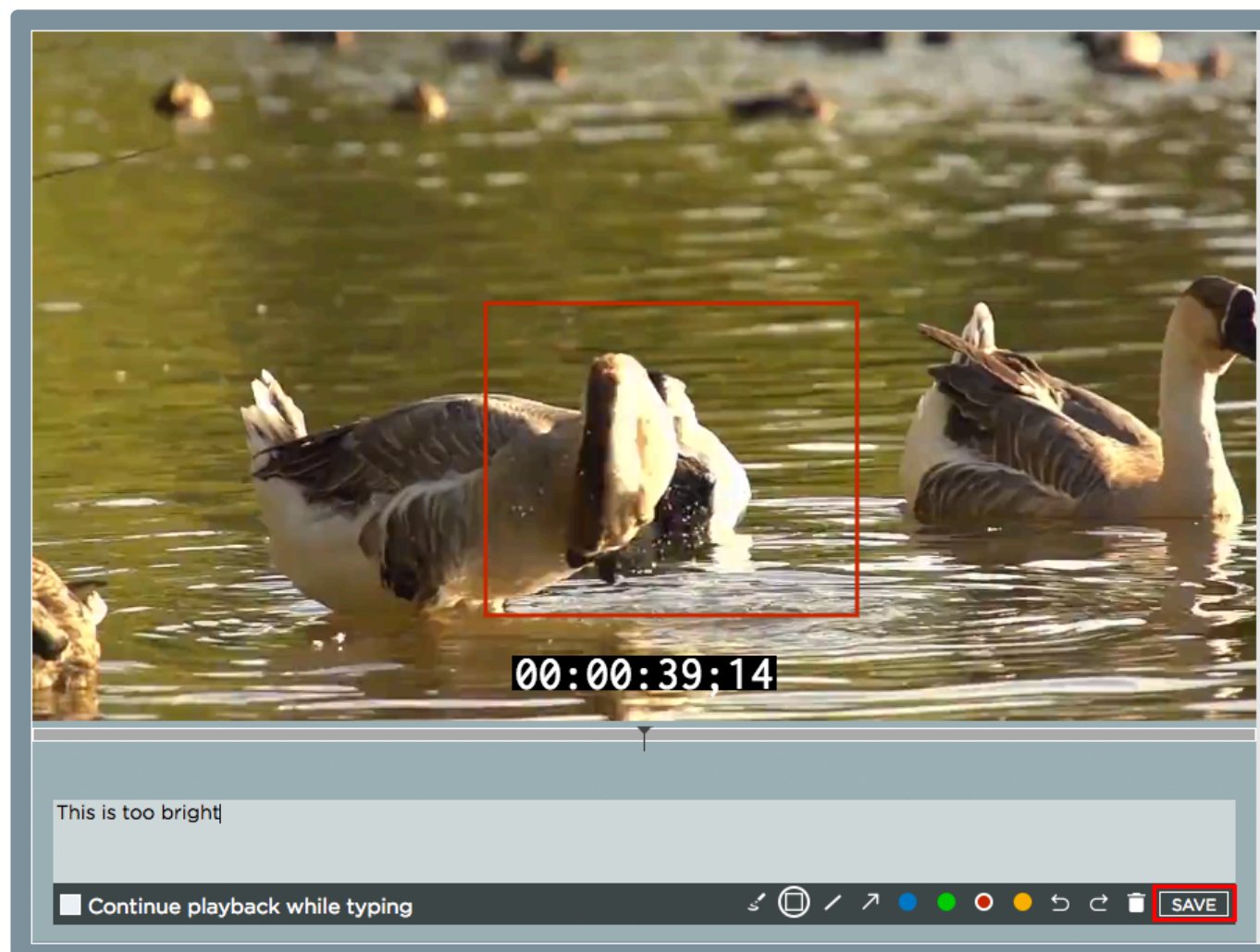
Once you have pressed the "Save" button the drawing will be saved and displayed in the annotation list. A little pencil icon next to the timecode indicates that this annotation has a drawing attached.
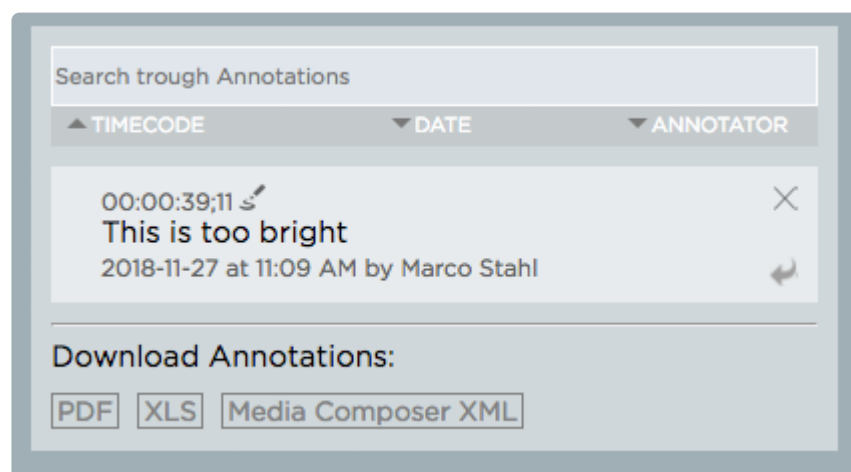
Editing an existing Drawing

1. Select the drawing that you wish to modify from the annotation list
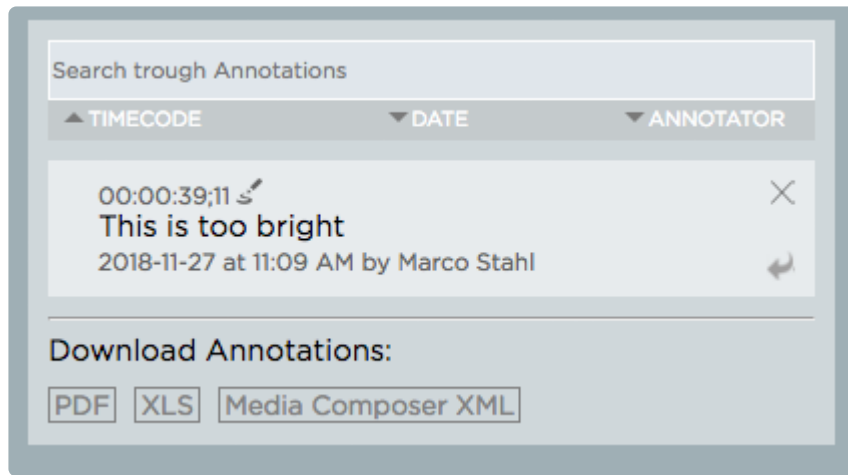
2. Double-click on the annotation

3. Use the drawing toolbox to edit the existing drawing or click on the trash can icon to delete it
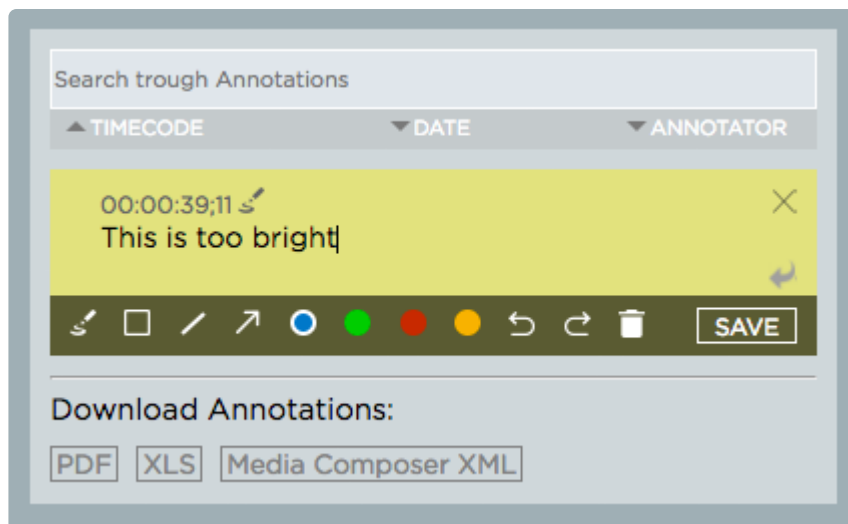
4. Once you are done, click on the "Save" button

Last modified: Oct 15, 2019

2.5.2.4. Mentions and Replies

> ✳ The below features are only available if you have a license for the enhanced version of the "Communications System".

Mentioning other Strawberry Users in Annotations (Marker)

1. Select a media asset and go to its "Annotation View"

2. When typing an annotation, use the "@" symbol on your Keyboard. A list of usernames is presented.

3. Proceed to type the name of the user you want to mention. Do not use spaces between the "@" symbol and the user's name.

4. You can use the up and down arrow keys to select a user from the auto-complete list

5. Press the "Tab" key to apply the user's name and simply continue typing your annotation

6. Once done, press "Enter" or the "Save" button to apply the annotation. The user(s) you have mentioned will receive a notification accordingly to their notification settings.
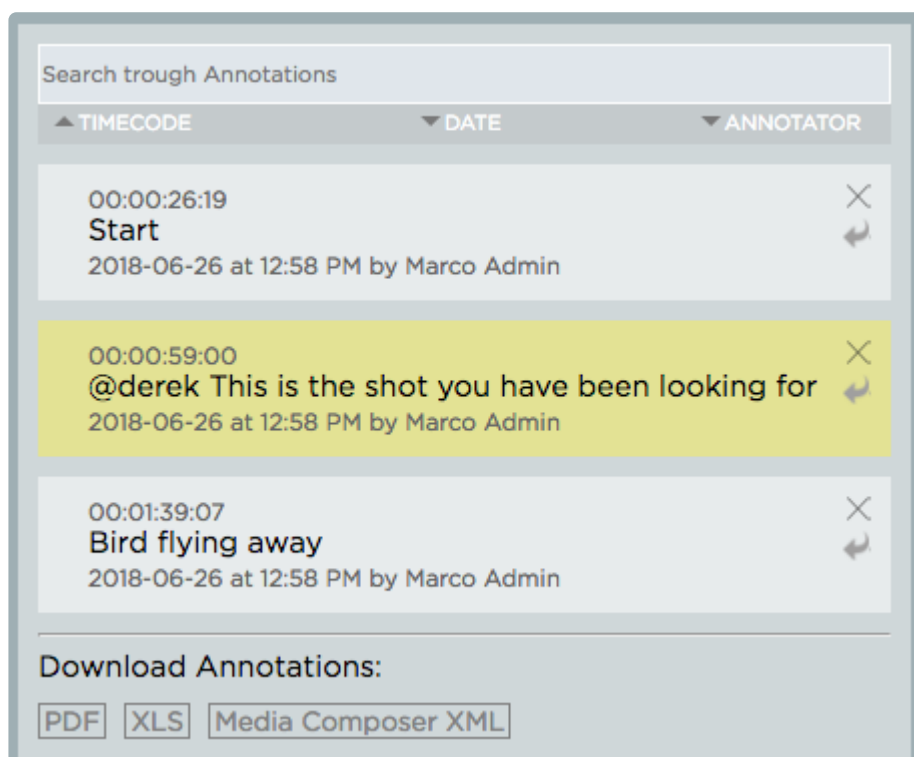
Replying to Annotations

1. Select a media asset and go to its "Annotation View"
2. Click on the reply button next to the annotation to which you want to reply
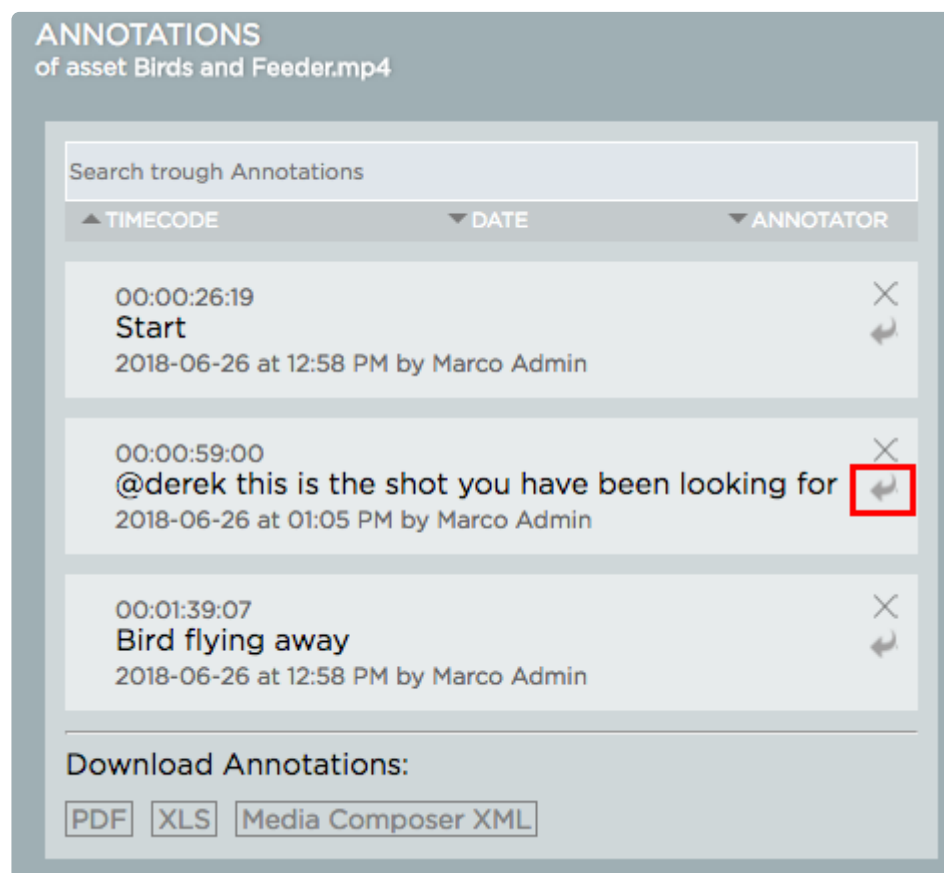
3. Type your reply and press "Shift+Enter" or click on "Save" to apply it

❋ You can mention other users in annotation replies by performing the above "Mentioning other Strawberry Users in Annotations (Marker)" steps
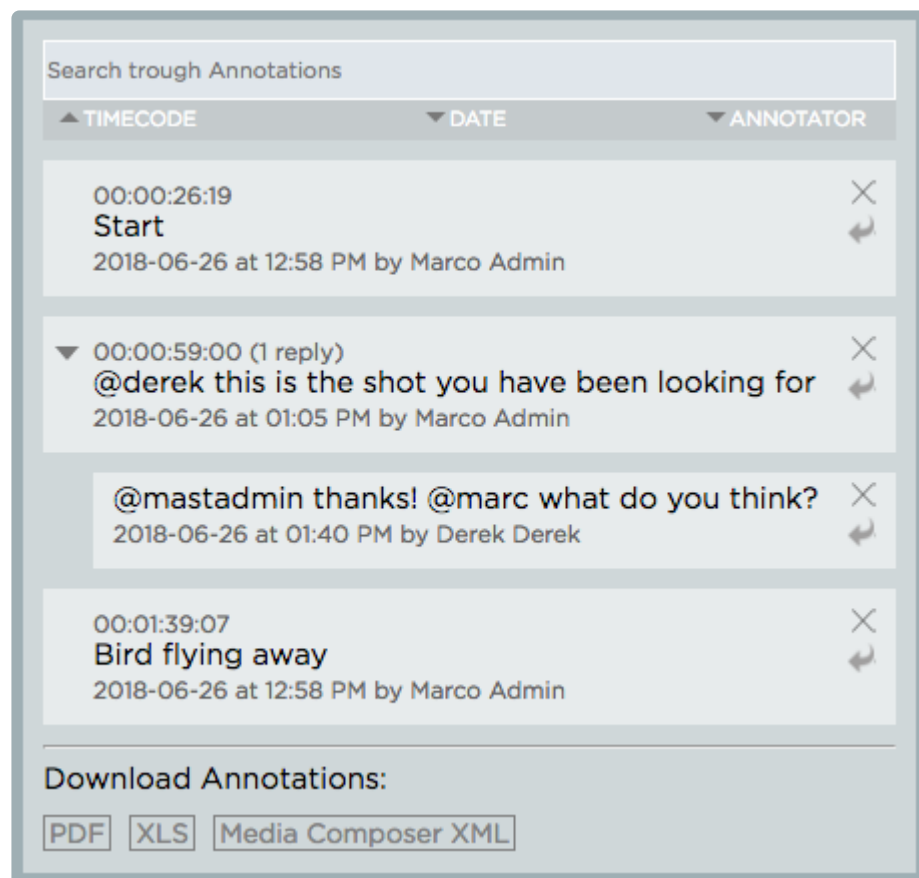
2.5.2.5. Searching and Filtering Annotations

1. Select a media asset and go to its "Annotation View"
2. Once in "Annotation View", type your search word into the search field above the annotation list

3. You may sort annotations by using the sort filters below the search field

2.5.2.6. Downloading Annotations

1. Select a media asset and go to its "Annotation View"

2. Once in "Annotation View" scroll down the annotation list until you see the "Download Annotations Menu"
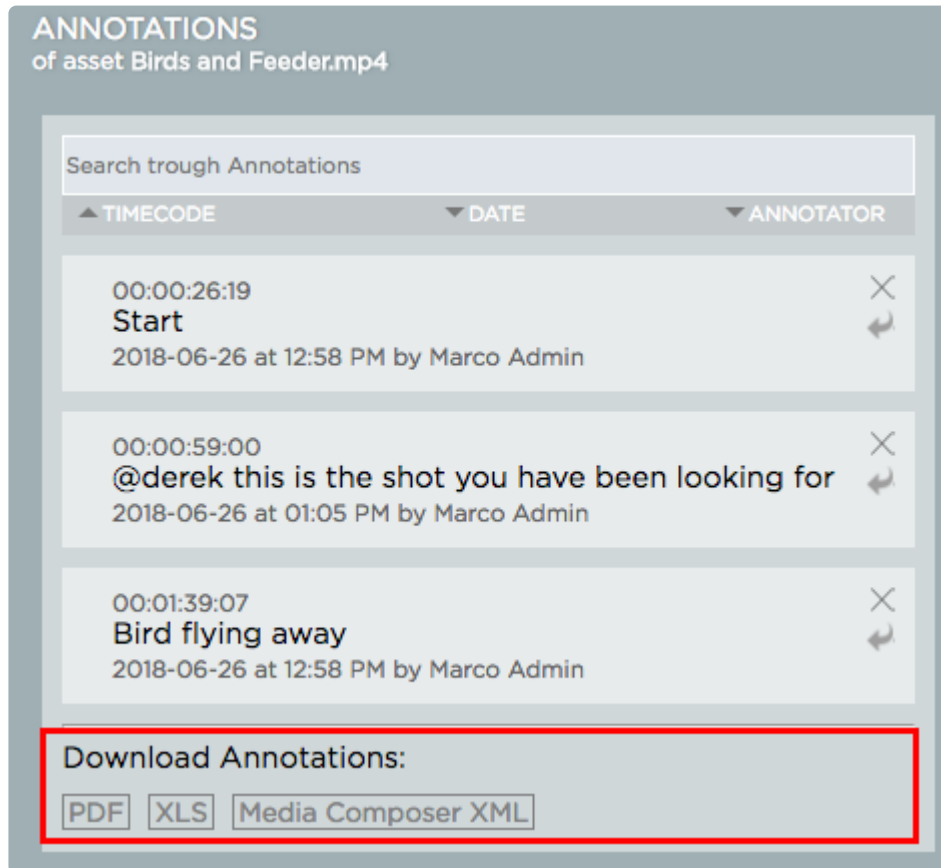
3. Click on the desired format to initiate the download. When choosing PDF you will receive a notification as soon as the document has been created

> ✳ You can also create an annotation PDF document from multiple assets within a folder. To do so, right-click on the folder in Strawberry and select "Advanced>Download annotation PDF" from the context menu. Please note that frame drawings are not shown in the PDF document.
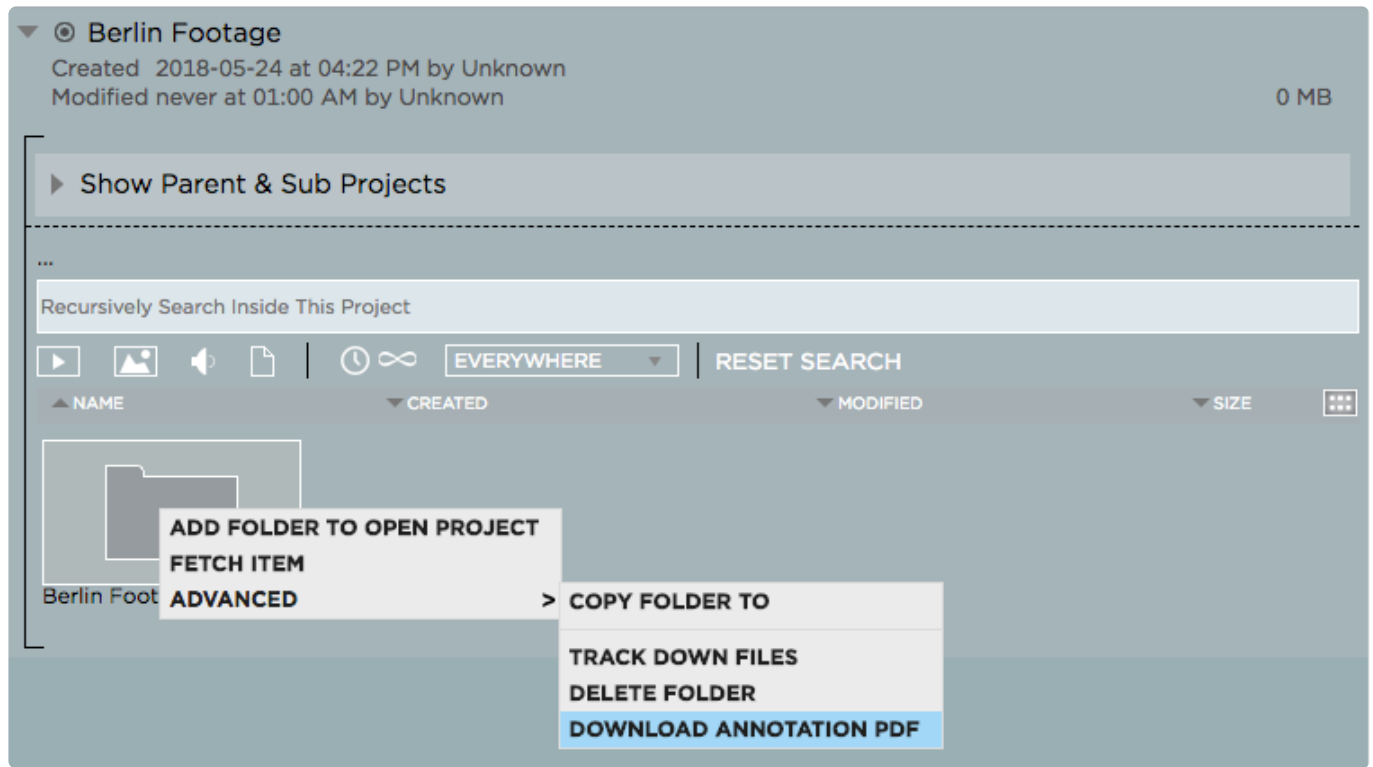
Last modified: Oct 15, 2019

2.5.2.7. Importing Strawberry Markers into Adobe Premiere Pro CC

Marker import into Adobe Premiere Pro CC is initially performed when importing a marked (annotated) asset into Premiere via the Strawberry Adobe CC panel extension. Markers will constantly synchronize between Premiere and Strawberry.

Last modified: Oct 15, 2019

2.5.2.8. Importing Strawberry Markers into Adobe After Effects CC

Marker import into Adobe After Effects CC is initially performed when importing a marked (annotated) asset into After Effects via the Strawberry Adobe CC panel extension.

Last modified: Oct 15, 2019

2.5.2.9. Importing Strawberry Markers into Avid Media Composer

Exporting Markers (Annotations) from Strawberry

1. Select the asset from which you want to export Markers in Strawberry
2. Go to the asset's annotation view

3. Below the annotation list is a section called "Download Annotations". Click on the label named "Media Composer XML"
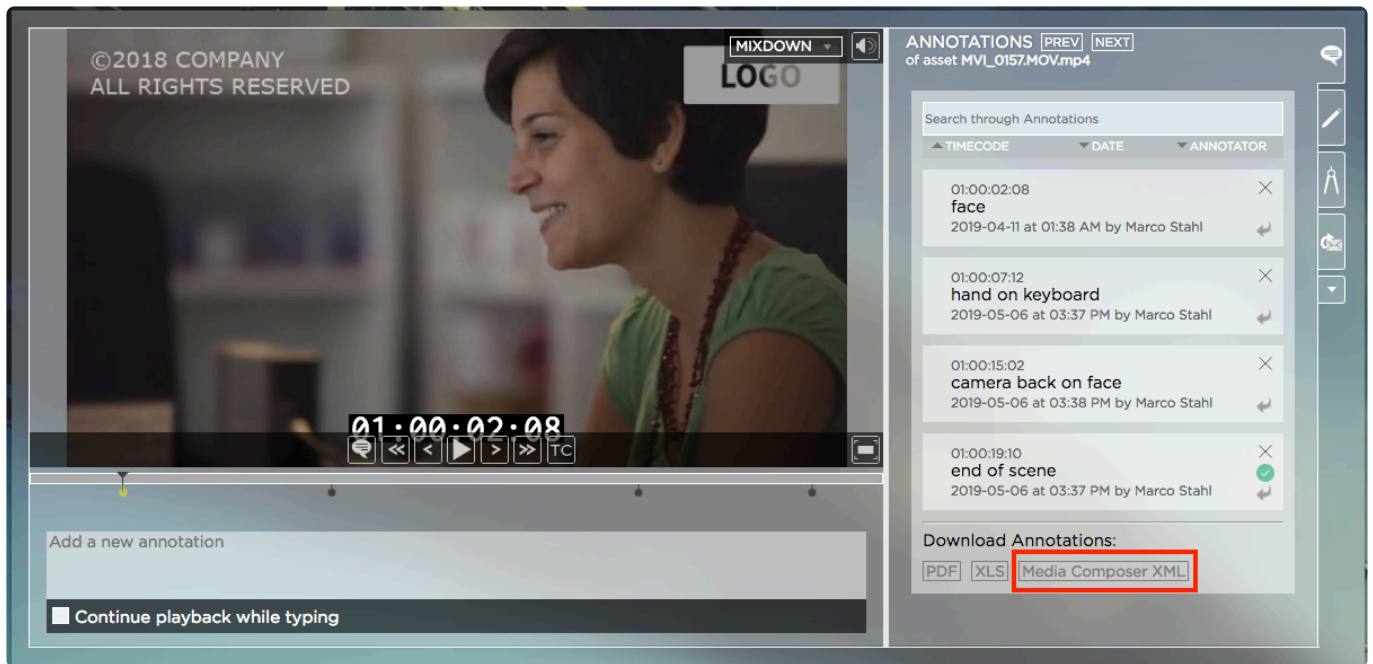
4. Save the file to a local location

Importing Markers into Media Composer

1. Drag and drop the clip for which you want to import markers into an empty sequence
2. Make sure that the sequence is open and go to "Tools / Markers"
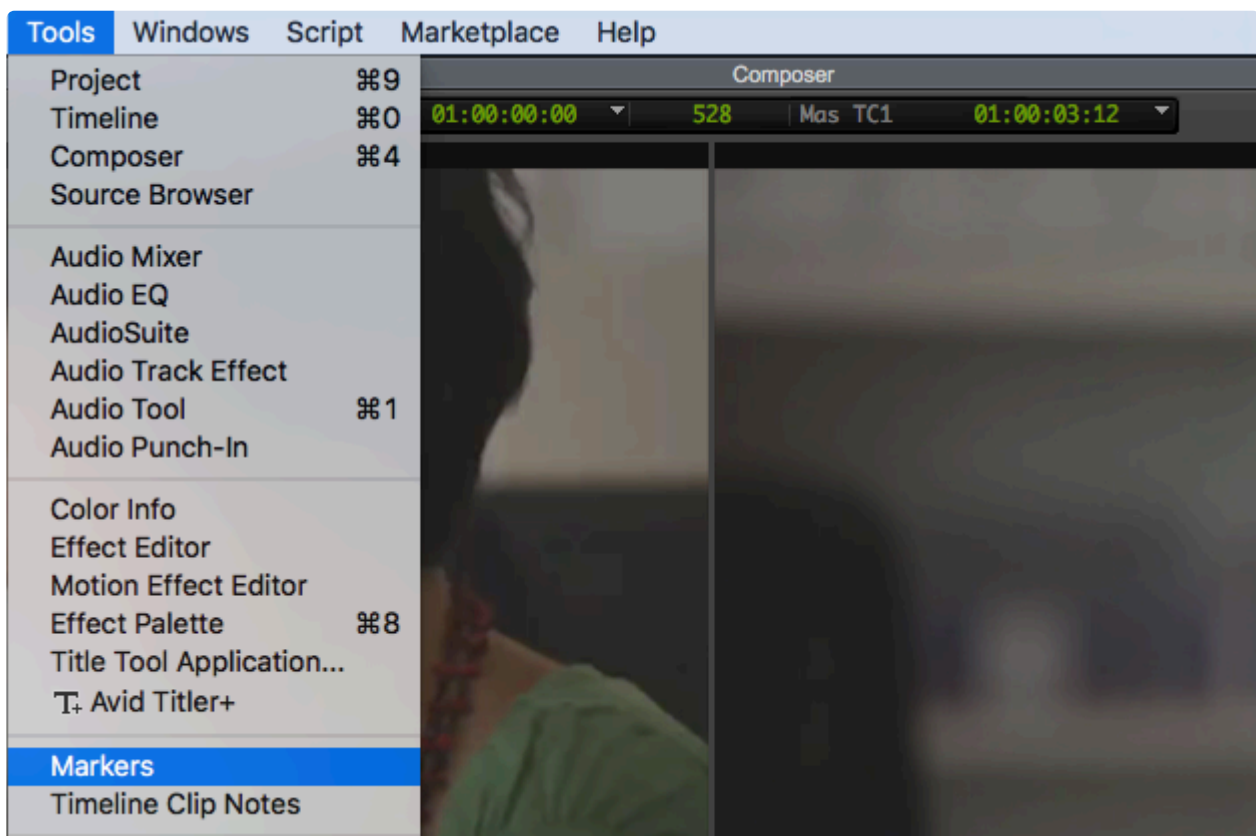
3. Inside the "Sequence Marker" window, perform a right click and then click on "Import Markers"
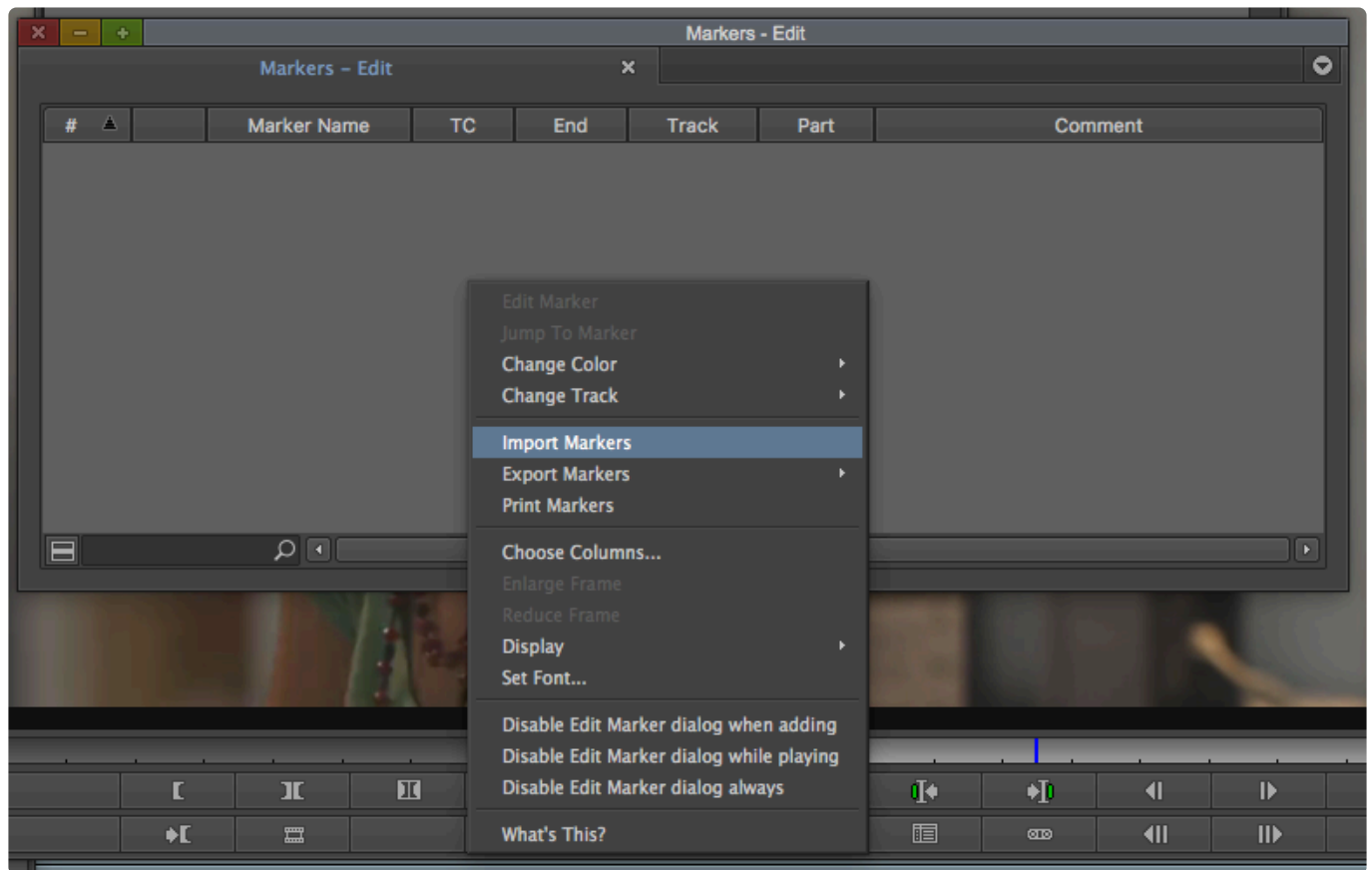
4. Inside the import window, click on the "Options" button in the lower right corner
5. From the "Enable:" dropdown menu, choose "Text/XML"
6. Select the marker XML file and click on the "Open" button
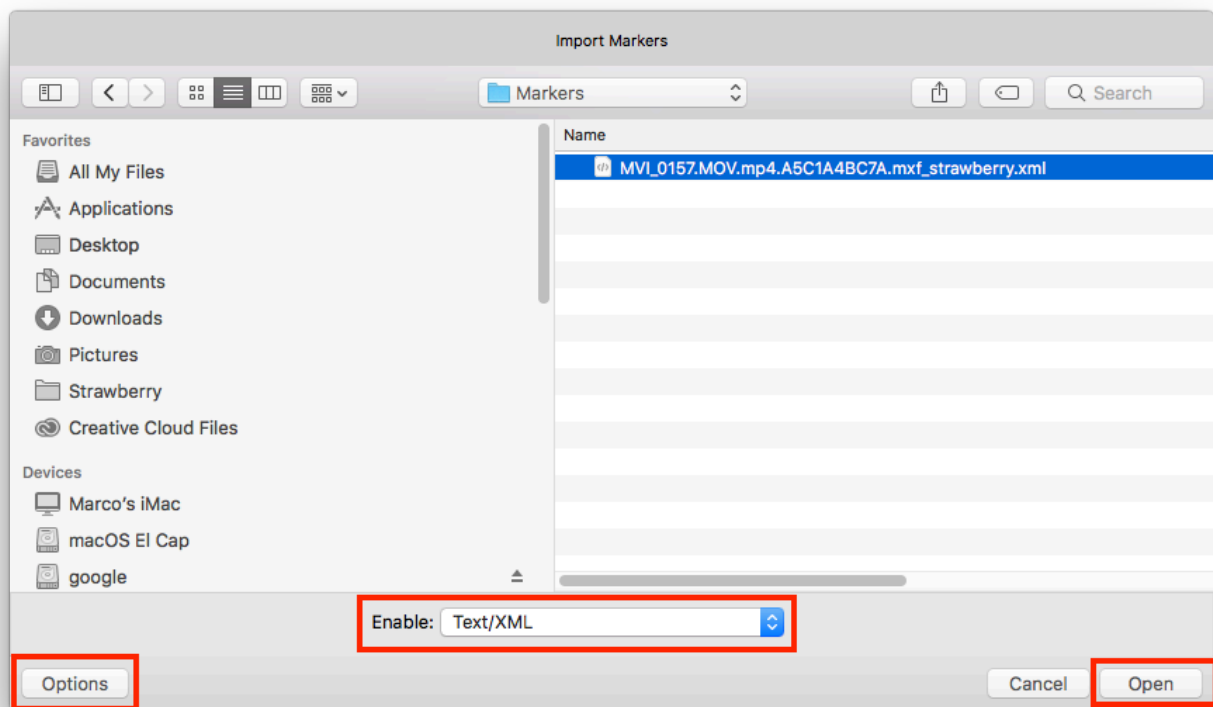
Last modified: Oct 15, 2019

2.5.3. The Strawberry Media Player

1. Login to Strawberry using your credentials
2. Select a media asset by clicking on it

1. Go to annotation (marker) view

2. Step back 1 second (Keyboard: CTRL + Leftwards Arrow)

3. Step back 1 frame (Keyboard: Leftwards Arrow)

4. Play/Pause media (Keyboard: Space)

5. Step forward 1 frame (Keyboard: Rightwards Arrow)

6. Step forward 1 second (Keyboard: CTRL + Rightwards Arrow)

7. Toggle Timecode (bottom, top, off)

8. Enter/Leave the full-screen mode

9. Select an audio track from the drop-down

10. Use slider to adjust audio volume or click the icon to toggle audio on/off

Last modified: Oct 15, 2019

2.5.4. Adding Assets to Projects

Adding Assets to an Open Project

1. Select the asset that you would like to add to your project by clicking on it
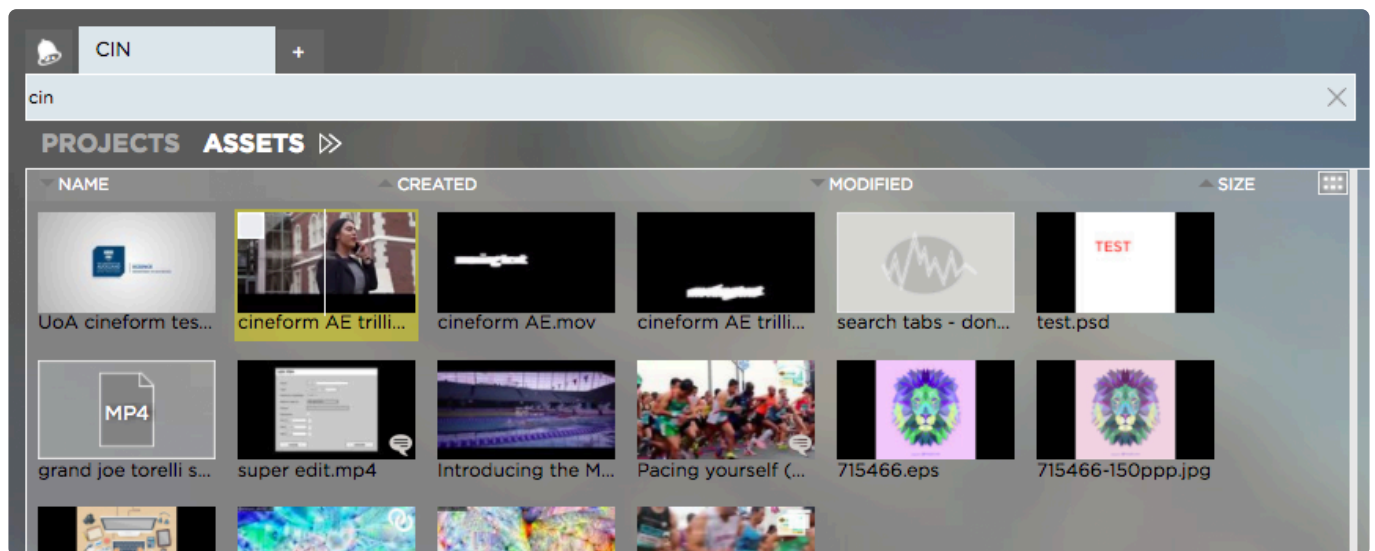
If you would like to add more than one asset, use the checkboxes
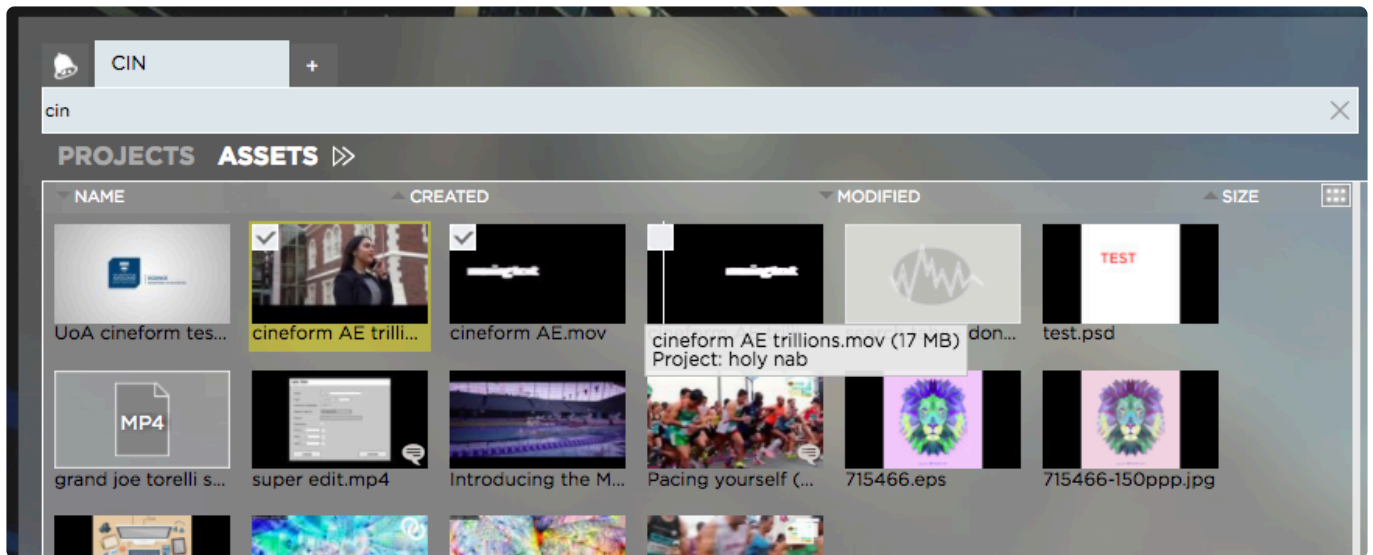
2. Right-click on (any of the) selected asset(s) and select "Add X Assets to Open Project" from the context menu

3. Decide if you want to link or copy the asset into your project by clicking on the respective button
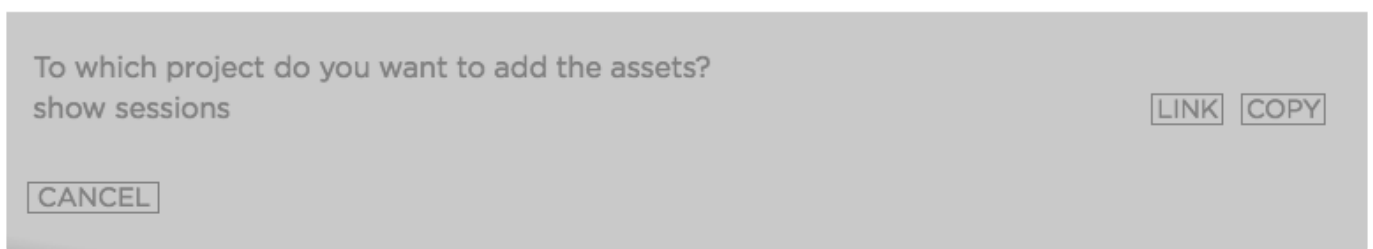
- Copied assets will appear in the root level of your Strawberry project
- Linked assets will appear inside the "Linked-Files" folder of your project

Adding a Folder to a Project

1. Identify the folder that you would like to add to your project
2. Right-click on the folder to load the context menu
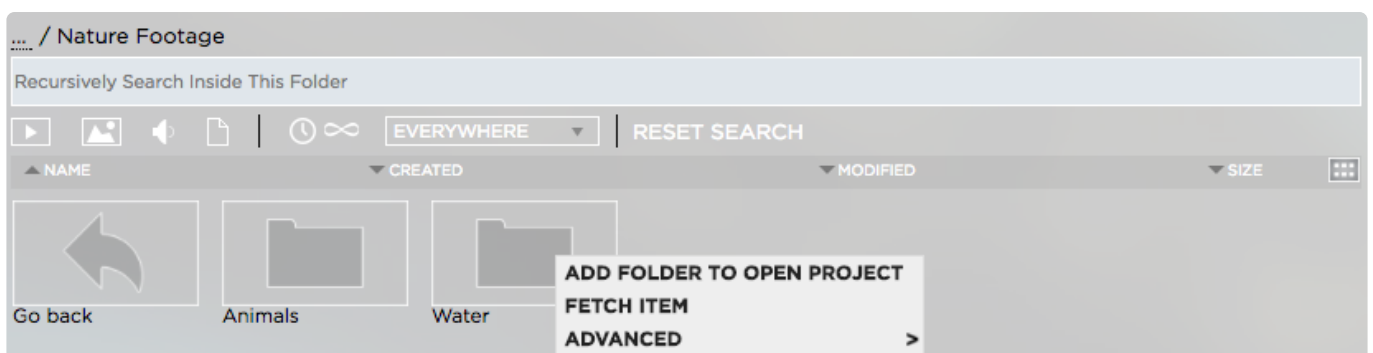
3. From the context menu select "Add Folder to Open Project"
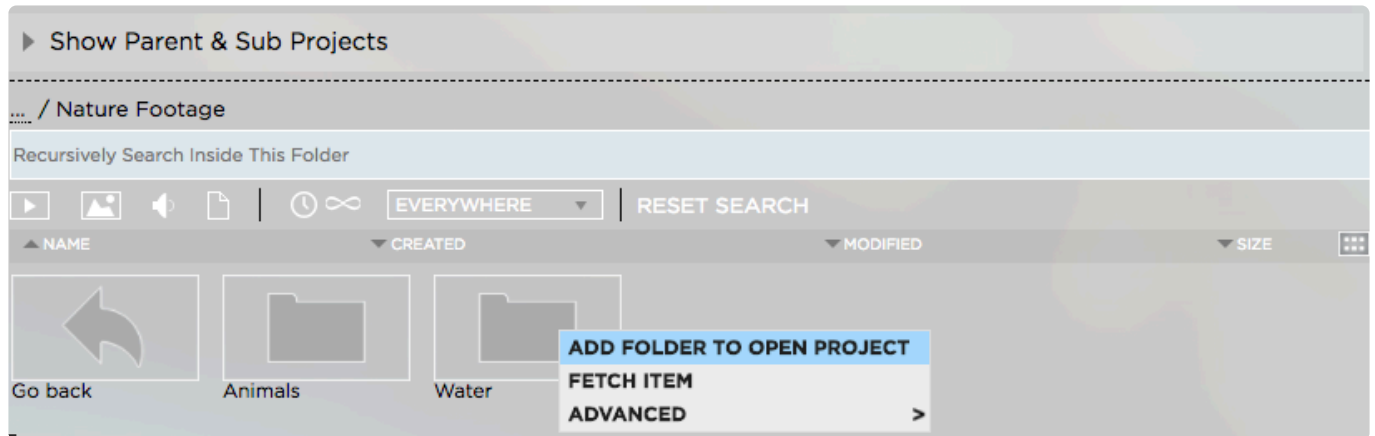
4. Click on the "Link" button next to the name of the open project to which you want to add the folder

• The added folder will appear inside the "Linked-Files" folder of your project

Last modified: Oct 15, 2019

2.5.5. Adding Assets to Galleries

This topic is available inside the [Working with Galleries](#) section of this manual.

Last modified: Jan 08, 2020

2.5.6. Linking Assets between Projects

1. Select the asset that you would like to add to your project by clicking on it
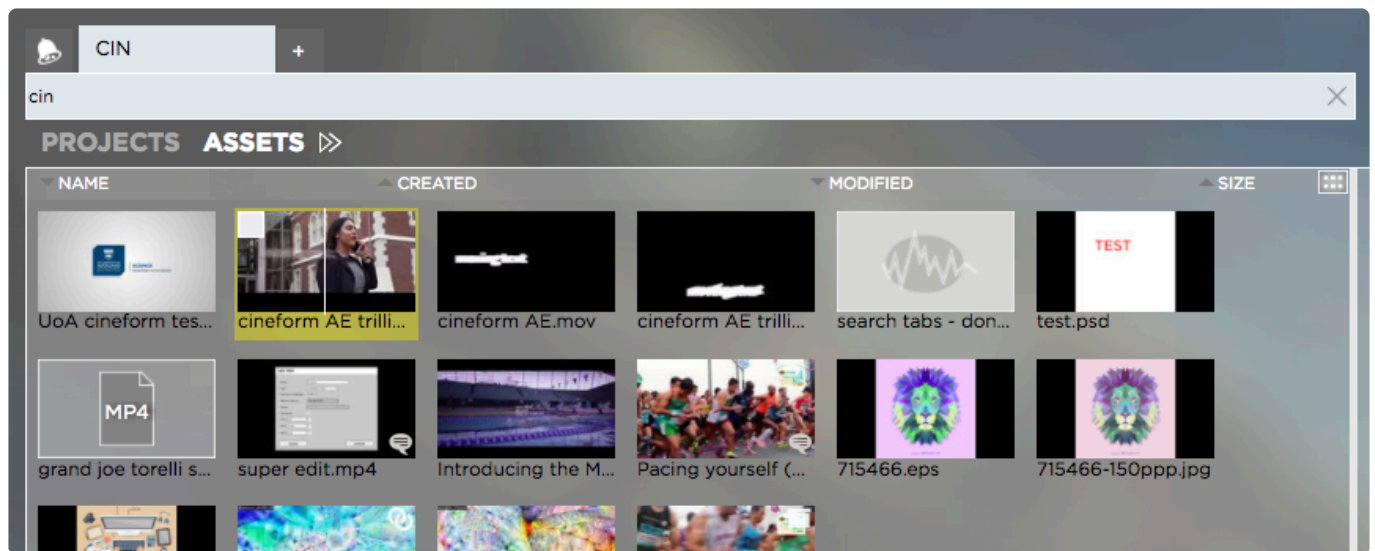
If you would like to add more than one asset, use the checkboxes
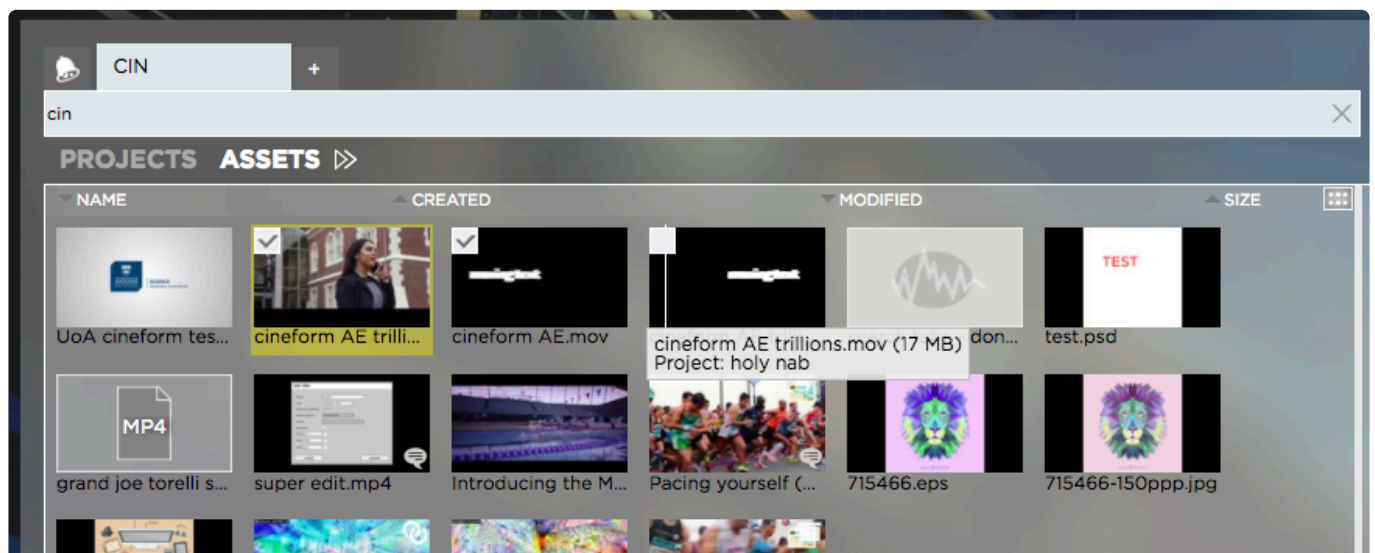
2. Right-click on (any of the) selected asset(s) and choose "Fetch x Items" from the context menu
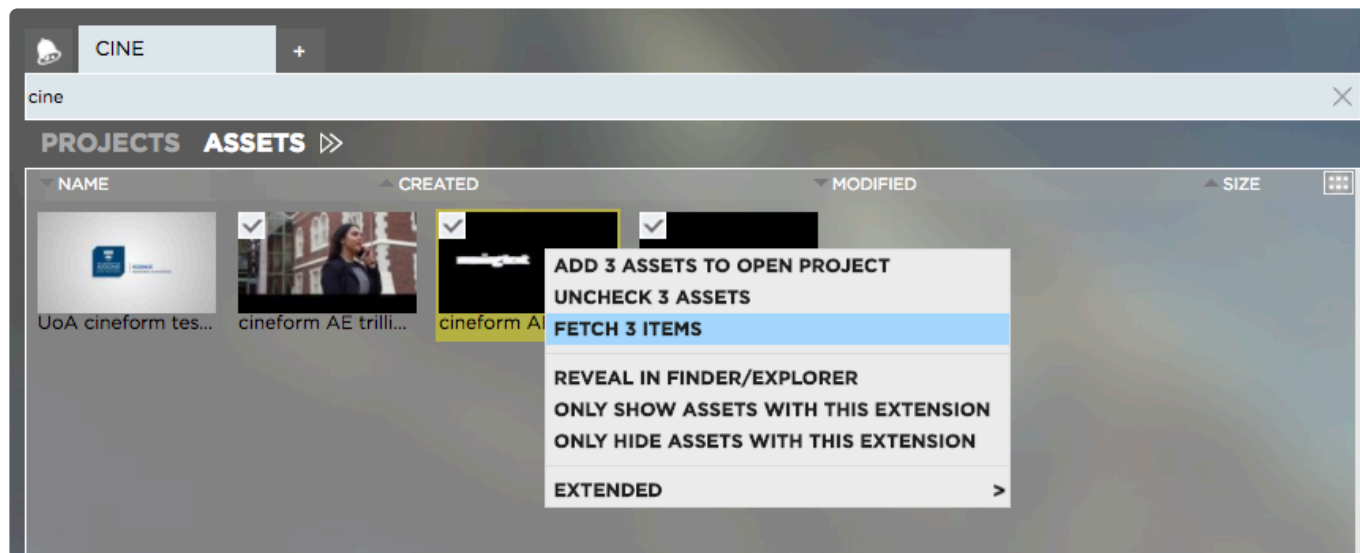
3. Select the project into which you want to link the fetched items

4. Right-click on the project and select "Link Fetched Items Here" from the context menu
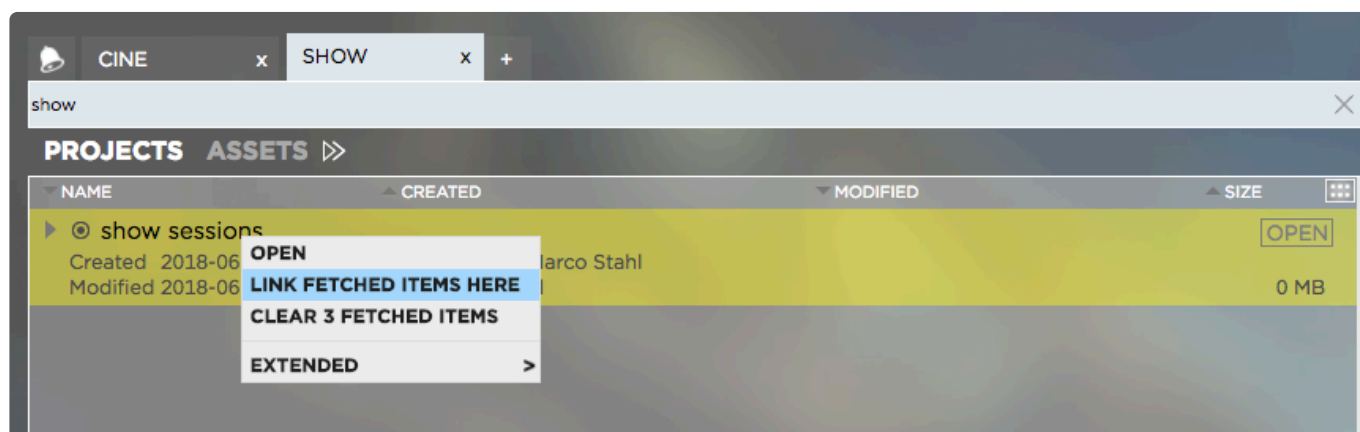
5. Once the operation is completed you will see a success message
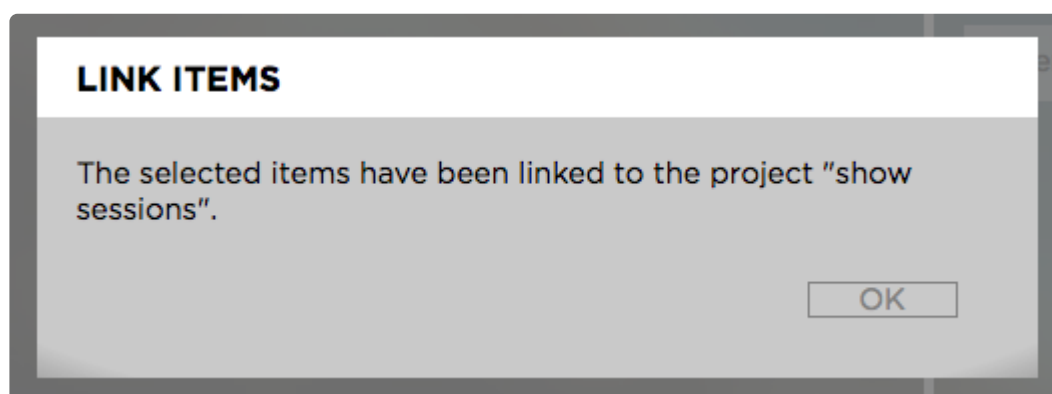
6. When completed, the linked files will appear inside the "Linked-Files" folder of the target project

Last modified: Dec 04, 2019

2.5.7. Viewing and Changing Asset Metadata

Changing the Metadata of a Single Asset

1. Select a media asset by clicking on it
2. Click on the "Metadata" tab

3. Make your changes

4. Click "Save"

Changing the Metadata of Multiple Assets at Once

1. Select the media assets which metadata you wish to change
2. Right-click on one of the selected assets
3. In the context menu hover over "Extended" and then select "Bulk Add Metadata"
4. Make your choices and click on "Apply"

Last modified: Feb 12, 2020

2.5.8. Subscribing to Assets

The subscription feature is part of the basic and enhanced versions of the "Communications System". Please visit the [Communications System User Guide](#) for details.

Last modified: Oct 15, 2019
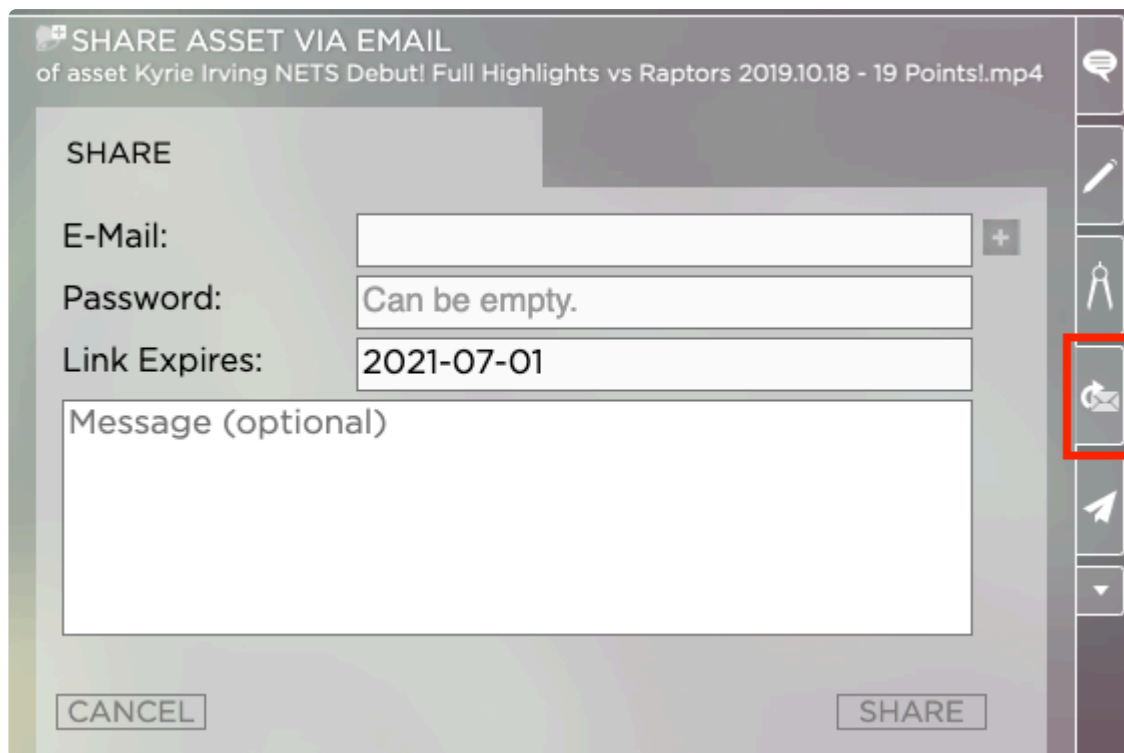
2.5.9. Sharing Assets via Email

Requirements

- External people can only access Email links if the Strawberry system is connected to the Skies cloud infrastructure. Link-sharing for internal (LAN) use is always possible
- The scope of what the Email receiver can do with the asset (annotating, downloading, etc.) is determined by the capabilities of the Share user role.

Usage

1. Select the asset that you wish to share via email
2. Click on the "Share via Email" tab on the right-hand side

3. Enter the Email address into the address field. Click on the "+" button if you wish to share the email with multiple people.
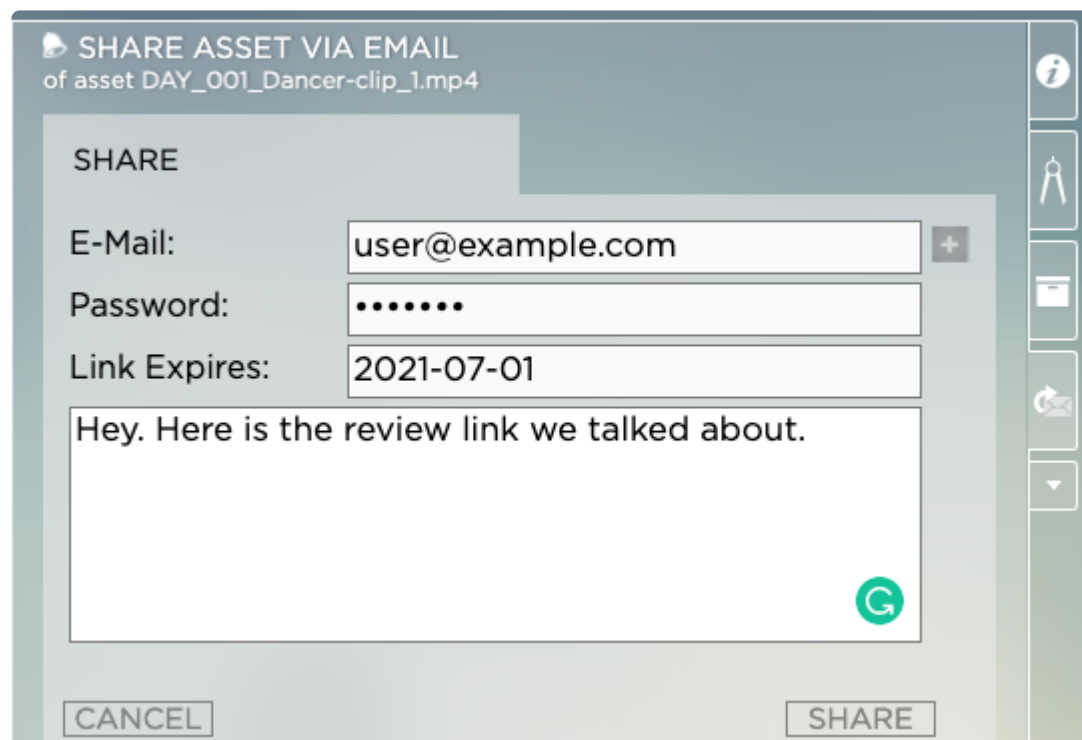
4. Click on the Share button to send out the link

Last modified: Jan 15, 2020

2.6. Working with the Adobe CC Panel
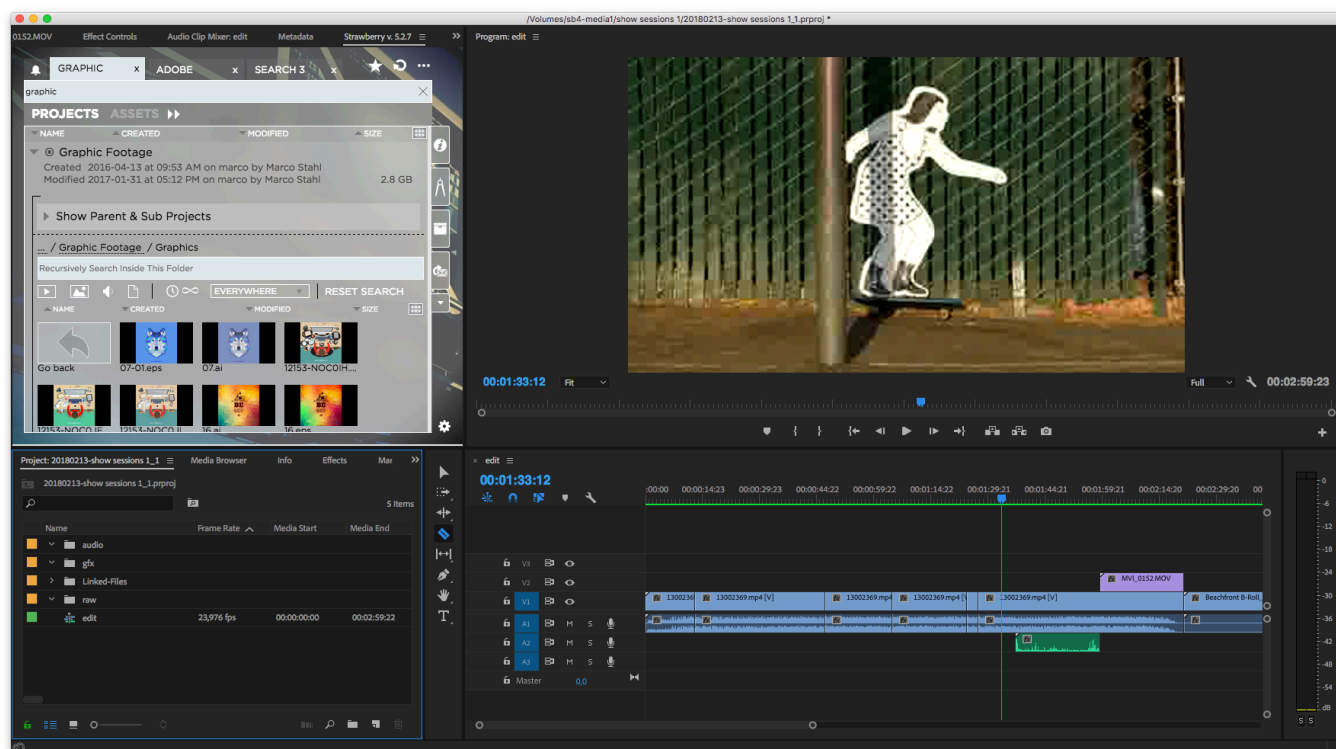
STRAWBERRY offers project-based media asset management that integrates seamlessly into Adobe® Premiere® Pro CC, a professional video editing app and Adobe After Efects® CC, the industry-standard

for creating motion graphics and visual effects. Both apps are part of the Adobe Creative Cloud, a comprehensive set of interconnected tools and services, including deep integrations with partner technologies like Strawberry.

- Getting Started
- Launching the Panel
- Searching for Content
- Importing Media
- Importing Other Projects
- Identifying & Importing Unmanaged Assets
- Importing a Preditor Sequence
- Marker Synchronization

Last modified: Oct 15, 2019

2.6.1. Getting Started

Before you can launch the Strawberry panel within Adobe Premiere Pro CC or After Effects CC, please make sure that the correct panel for your Strawberry version is installed. If that's not the case, please ask an Administrator to install or update the panel for you.

Last modified: Oct 15, 2019

2.6.2. Launching the Panel

1. Open a Strawberry project that includes an Adobe Premiere Pro CC or After Effects CC project file
2. Once the Strawberry project is open, launch Premiere or After Effects and open the respective project file inside the application. Alternatively, you can also double-click on the project file in the Finder or Windows Explorer
3. Once the project is open in Premiere or After Effects, go to "Window / Extensions" and click on the Strawberry extension
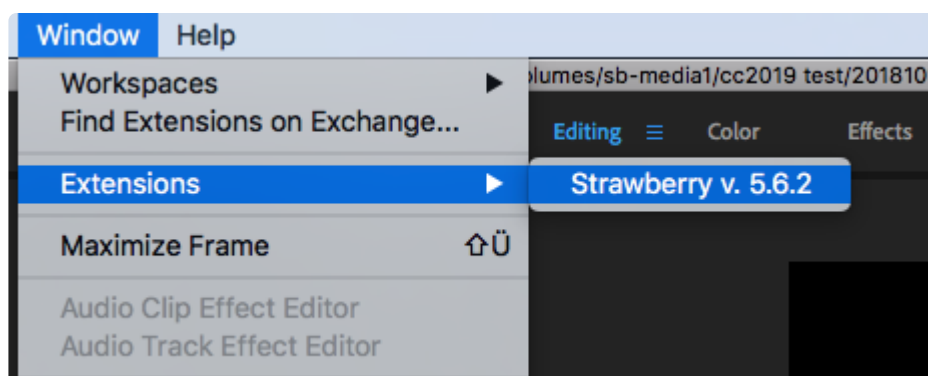
Last modified: Oct 15, 2019

2.6.3. Searching for Content

Searching inside Strawberry's Adobe panel extension works the same as in the native Strawberry client application.

• How to search for Projects
• How to search for Assets

Last modified: Oct 15, 2019

2.6.4. Importing Media

Importing Individual Files

1. Select the bin into which you want to import media
2. In the panel, right-click the file that you wish to import
3. From the context menu, select "Add to Open Project"
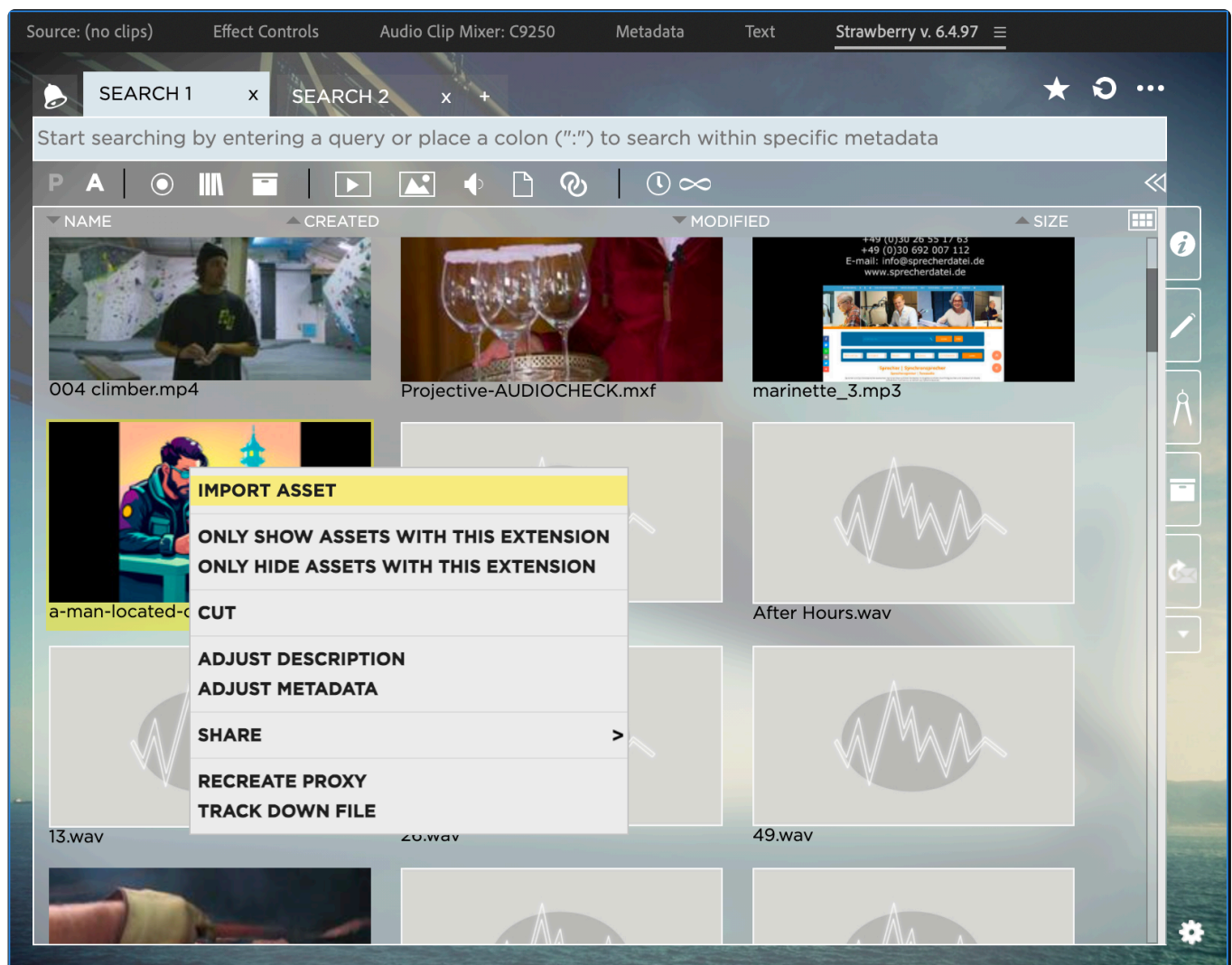
4. The HighRes master clip will now be imported into the selected bin. If no bin has been selected upon

import it will be imported into a bin called "Linked-Files"

importing Multiple Files at Once

1. Select the bin into which you want to import media
2. In the panel, select the files you wish to import by using the checkbox icon that appears when hovering over a file. You can also select multiple-files by drawing a lasso around them. To do so, click on an empty area in the panel, hold the left mouse button down, draw a rectangle over the assets you wish to select and release the mouse button afterward
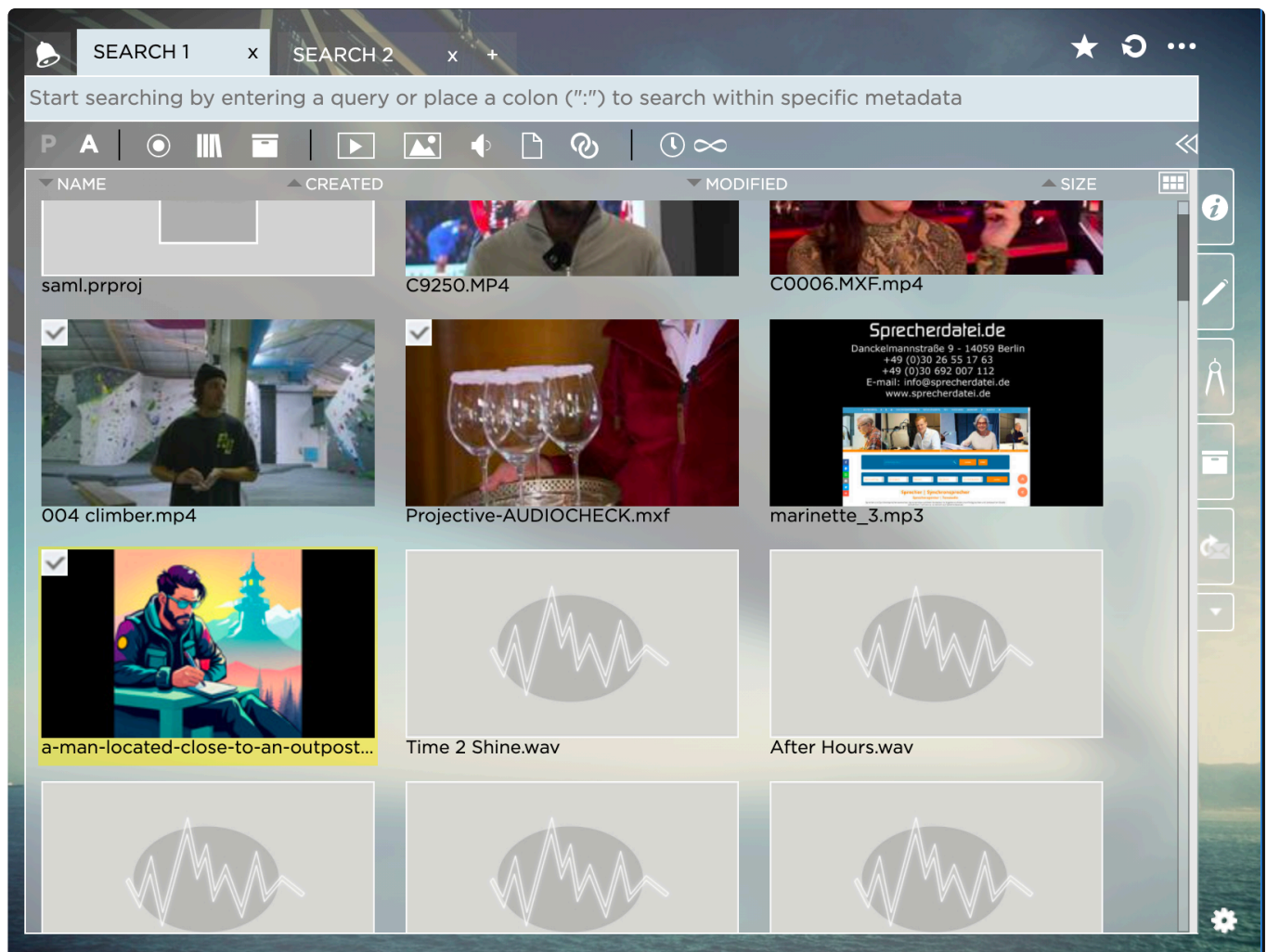
3. Right-click on one of the selected assets and select "Add Assets to Open Project"
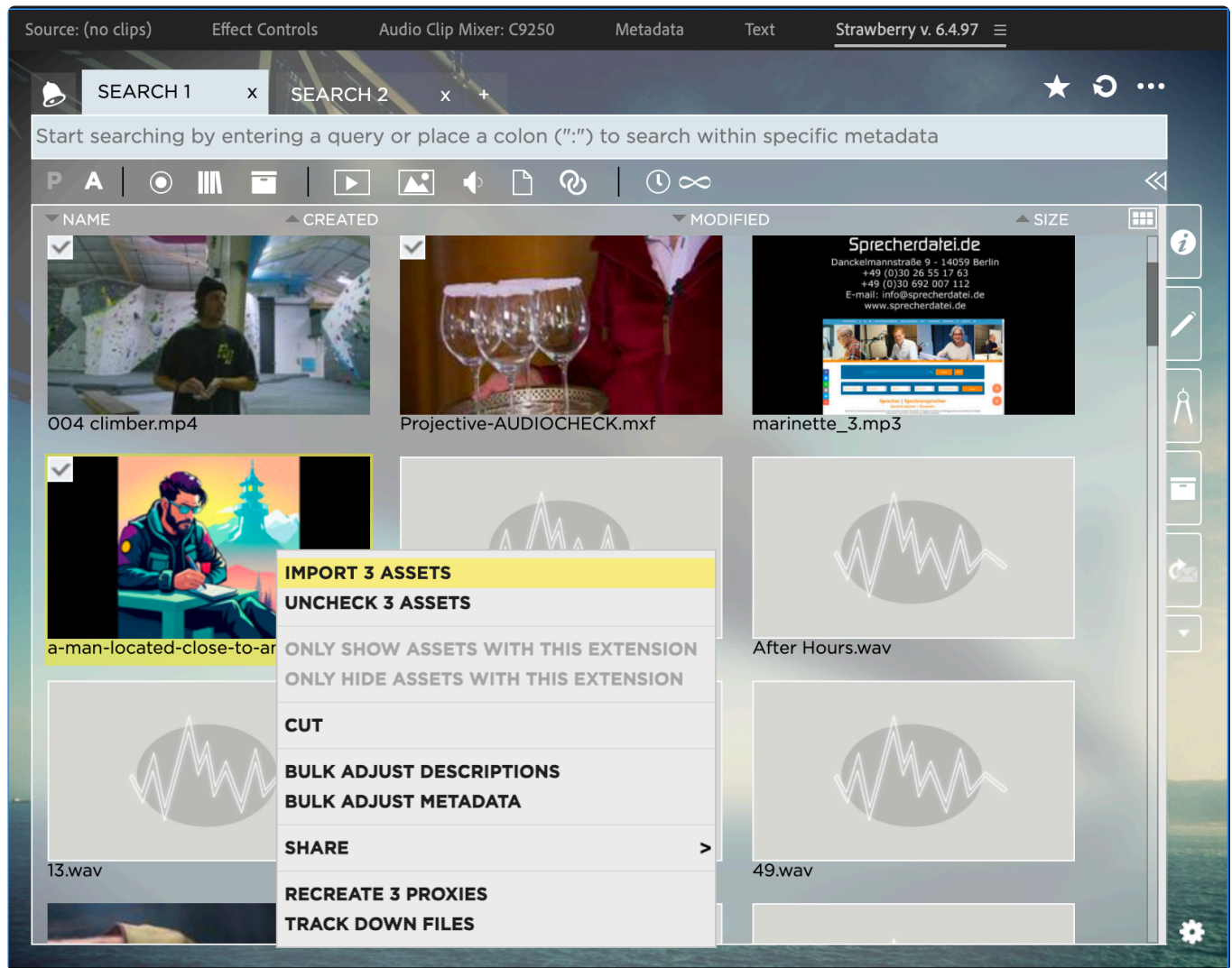
4. The HighRes master clips will now be imported into the selected bin. If no bin has been selected upon import they will be imported into a bin called "Linked-Files"

Importing Entire Folders

1. Select the bin into which you want to import a folder
2. In the panel, right-click the folder that you wish to import
3. From the context menu, select "Add to Folder to Open Project"
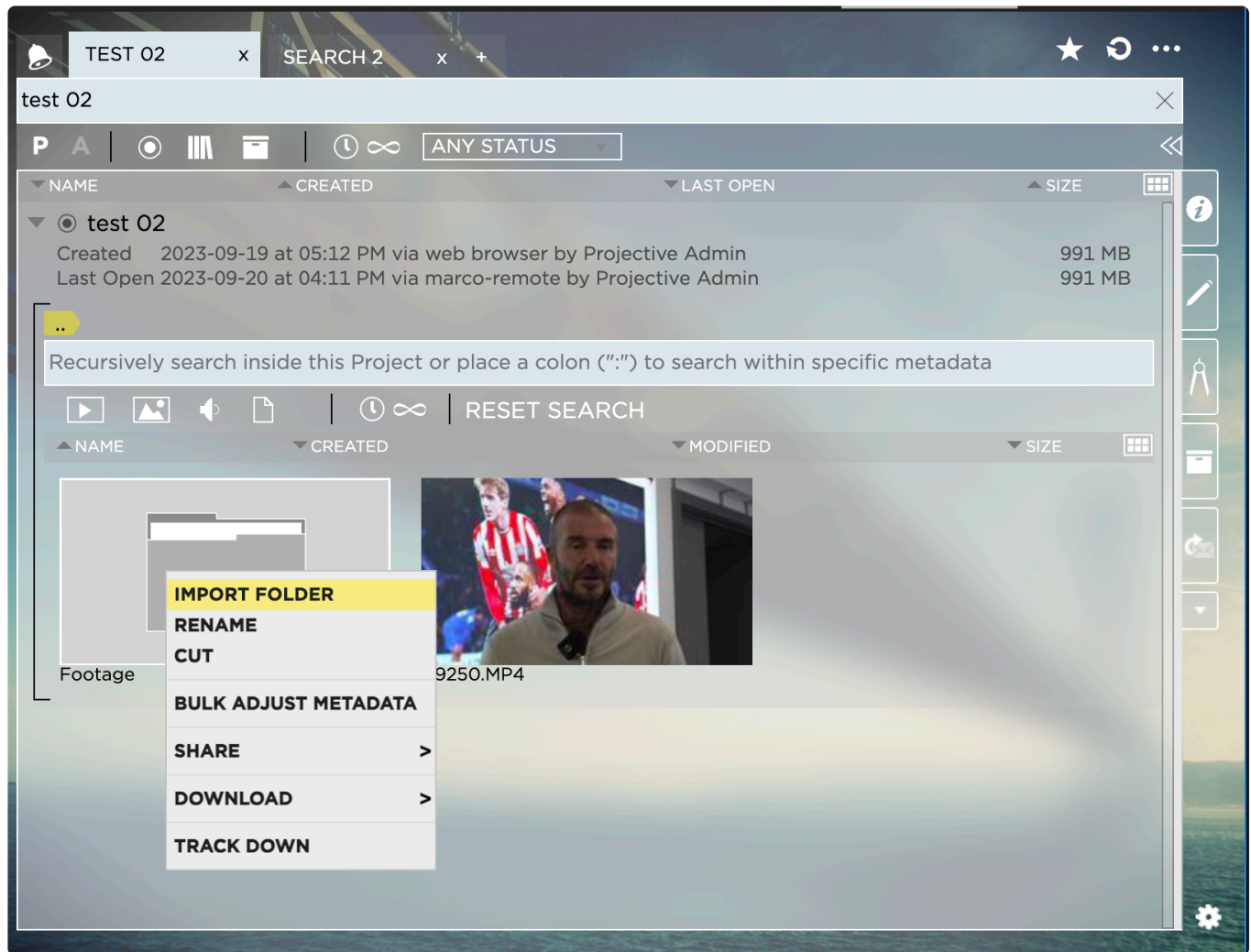
4. The folders master clip content will now be imported into the selected bin. If no bin has been selected upon import master clips will be imported into a bin called "Linked-Files"

Last modified: Oct 15, 2019

2.6.5. Importing Other Projects

✱ The Strawberry Adobe CC panel allows you to import other Premiere and After Effects projects into your current project. By using the panel It is also possible to import After Effects projects into Premiere and vice versa.

1. In the panel, select the project that you wish to import by clicking on on it
2. Click on the "Add" button next to the project name
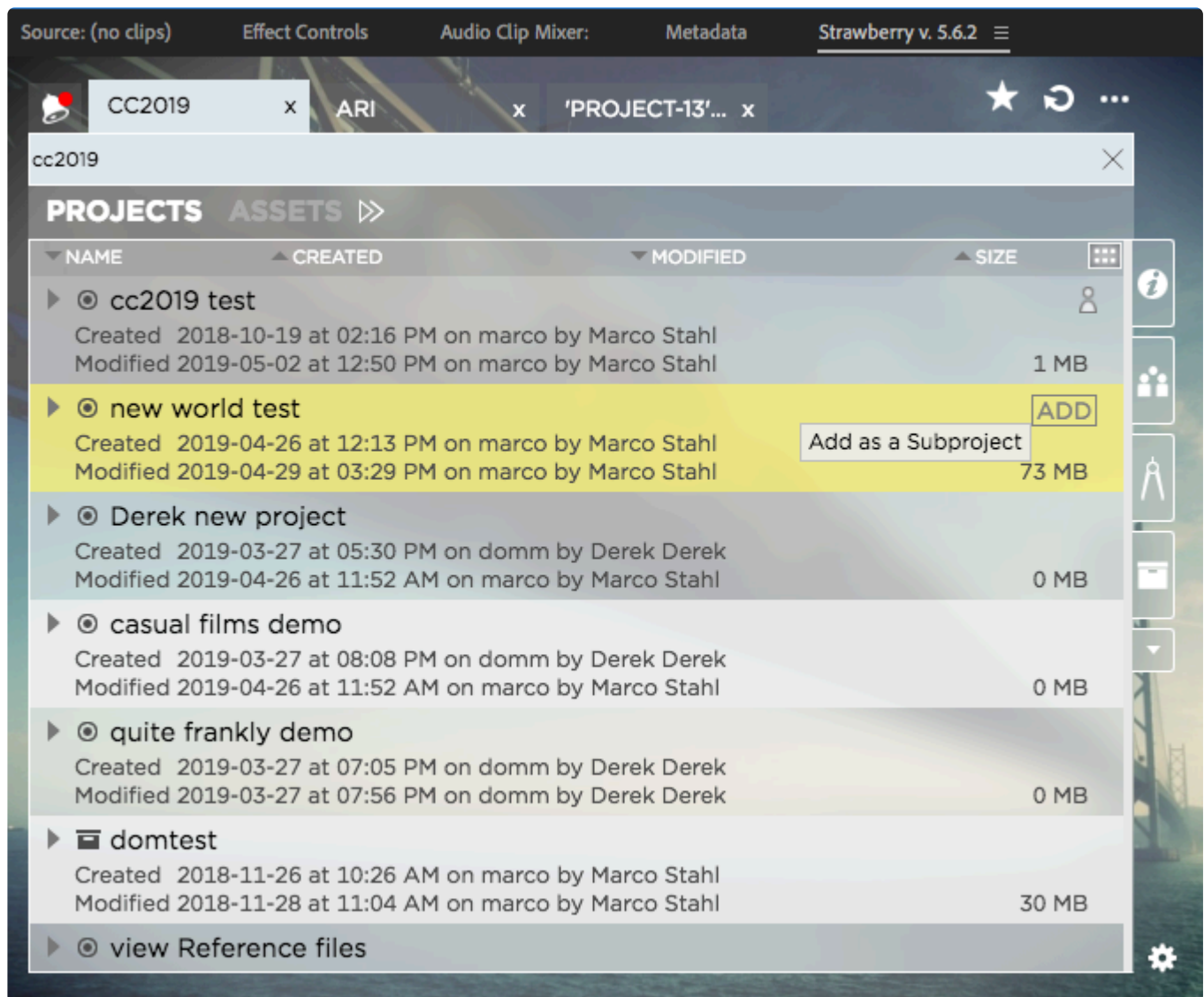
3. If the added subproject has no After Effects or Premiere project file, you can now access Adobe Media Browser or the OS file browser to access its content. If an After Effects or Premiere project file is present in the subproject, you can import it into your own project by clicking on the checkbox next to the project name and then clicking on on the "Import" button
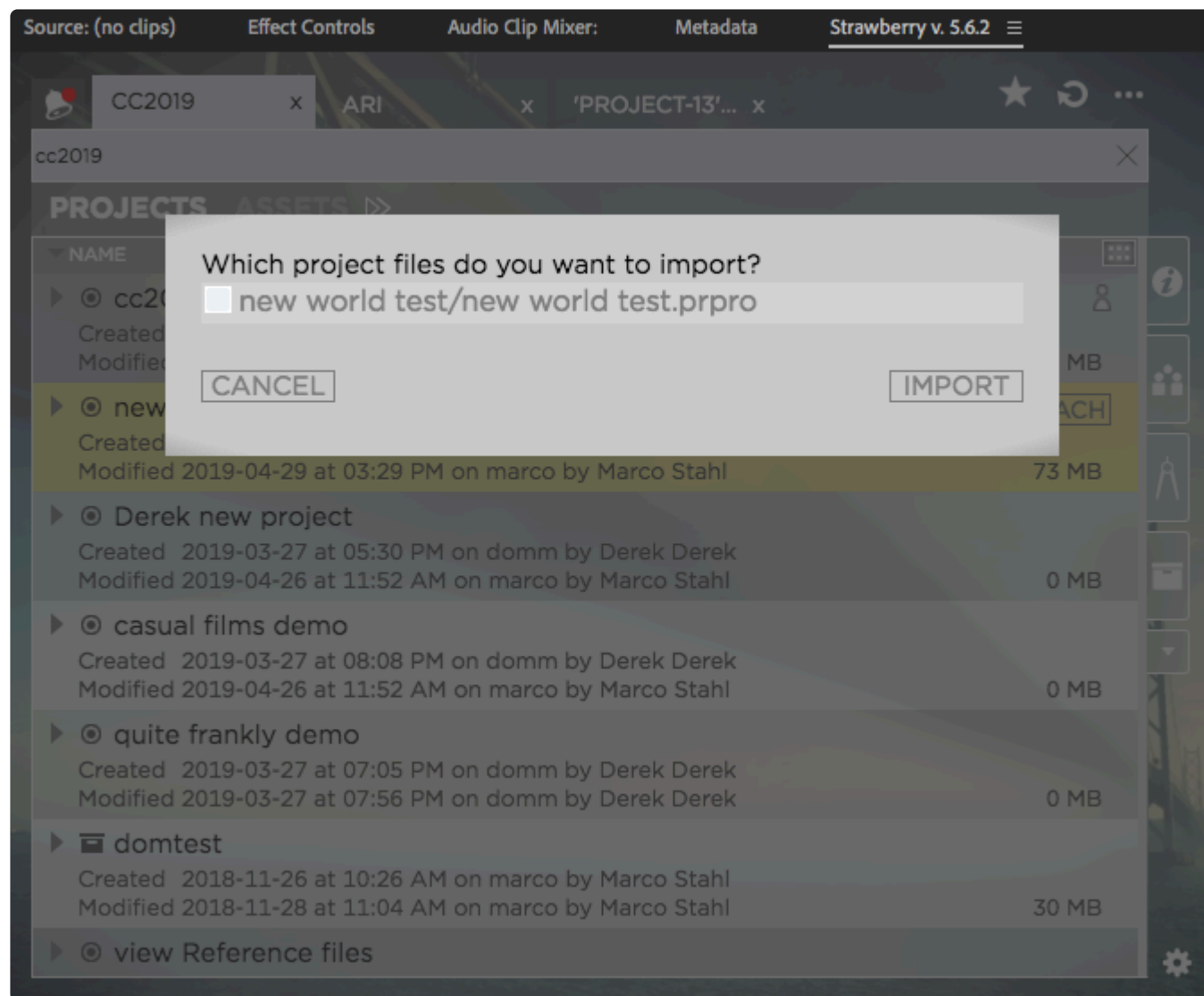
4. In the next step, Premiere will ask you whether you want to import the "Entire Project", "Selected Sequences" or "as Shared Project". Make your choice and press "OK"
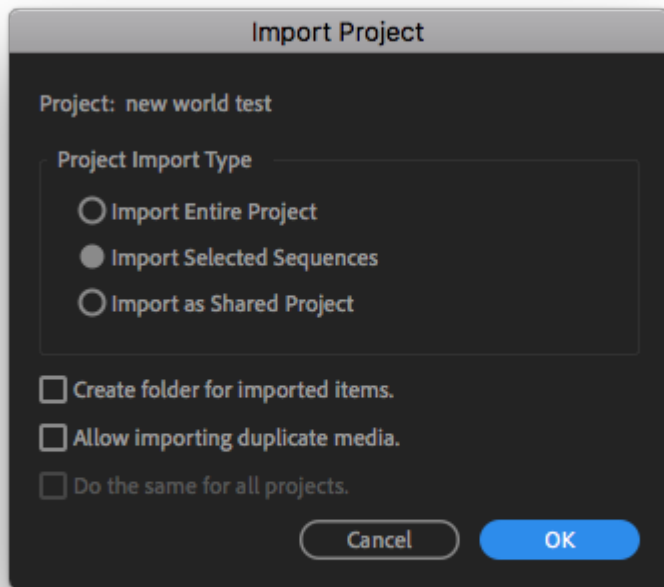
2.6.6. Identifying & Importing Unmanaged Assets

Strawberry's panel extension for Premiere Pro CC allows you to bulk-import "unmanaged media assets" into your current project. A media asset is considered unmanaged when it is present as a master clip in your open Premiere project **but not** located in the Strawberry project on the shared storage.

Manual Method

1. Inside Premiere, launch the Strawberry Adobe panel extension
2. Click on the "More Options" button in the upper right corner
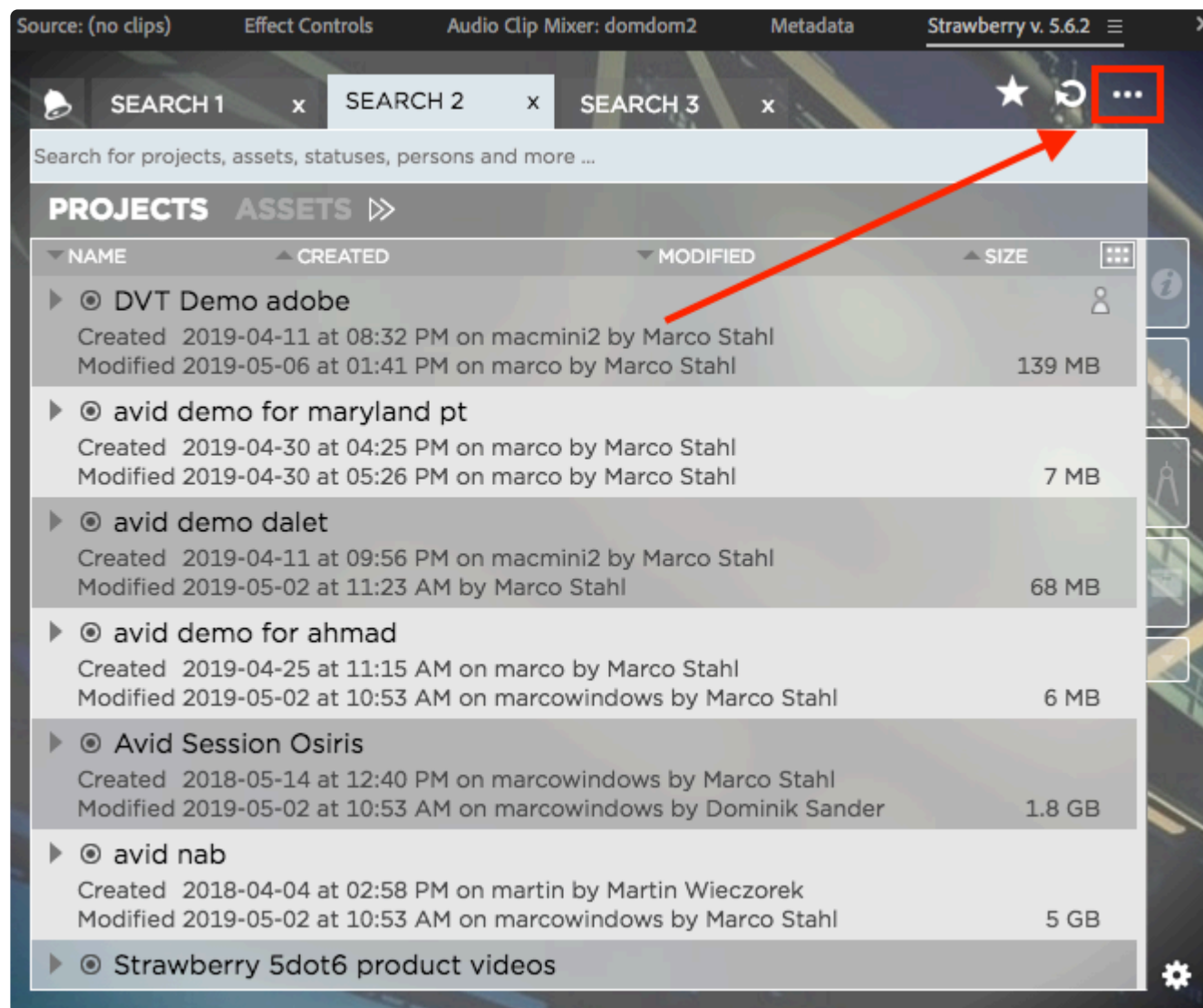
3. Make sure that the "Find Unmanaged Assets" tab is selected

4. Click on the checkbox next to the asset(s) that you wish to import

5. Click on the import button to start the import
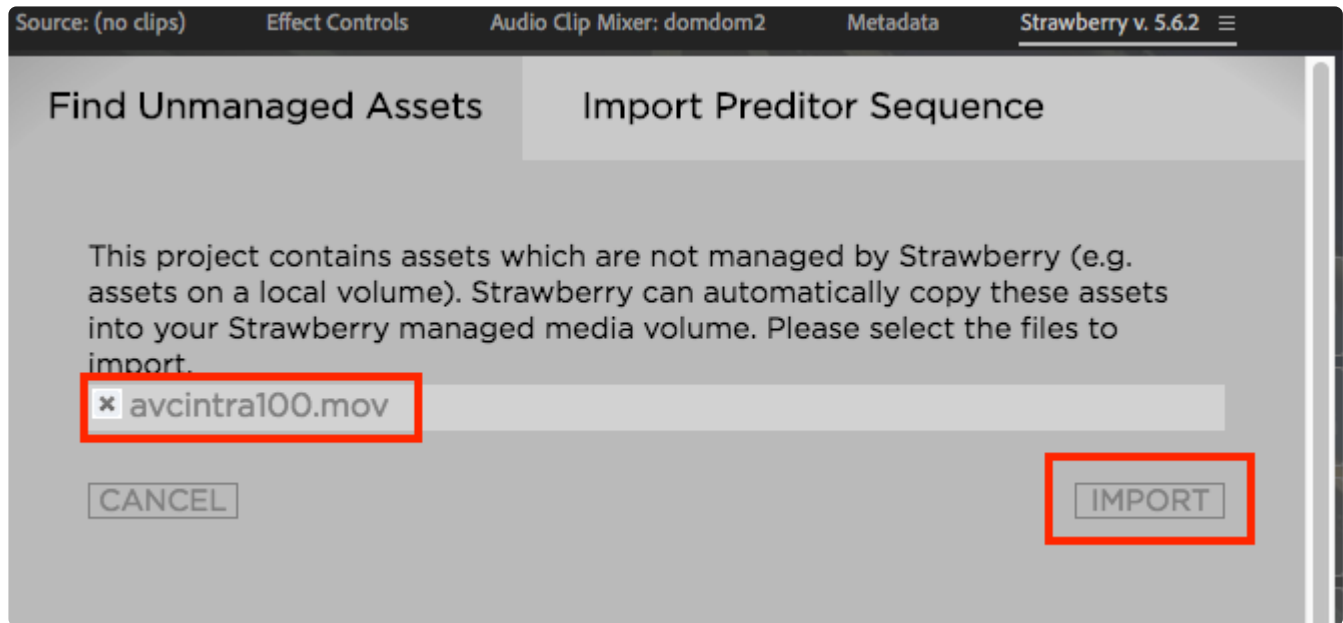
> ✳ Once the file has been imported, it will be located on the top level of your Strawberry project in the OS file explorer

Automatic Method

Strawberry can automatically import unmanaged assets on an interval basis. You can enable this feature inside the settings of the Adobe panel extension.

> ✳ The Strawberry Adobe panel extension but be open at any time for this feature to work

1. Inside the Strawberry Adobe panel extension click on the "Settings" icon
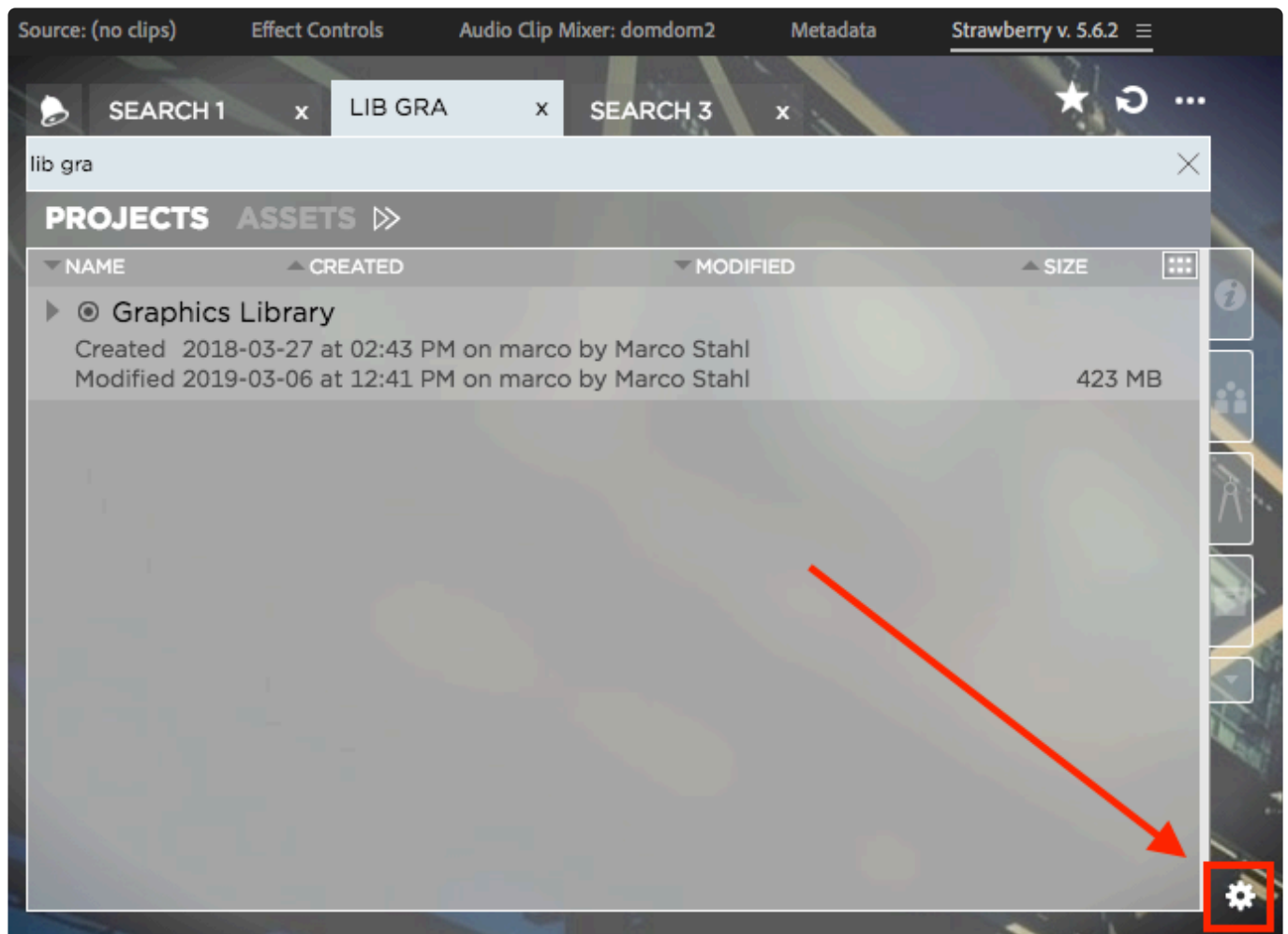
2. Click on the "Ingest" tab

3. Check the box next to "Auto-Ingest local media into project" and adjust the interval if needed
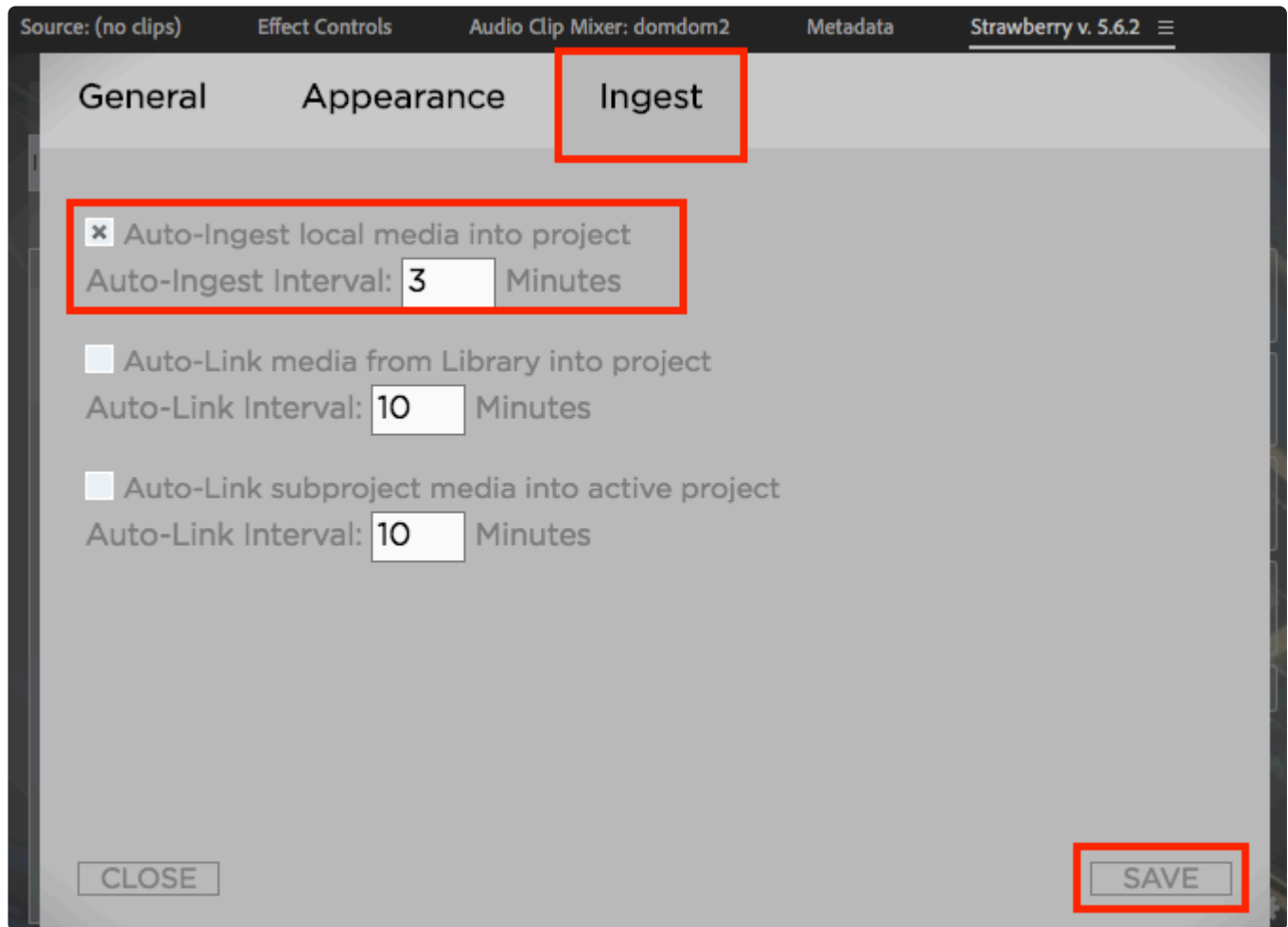
4. Click save

5. Right-click on a free space in the panel and then click on "Reload"

> ✳ Unmanaged media will be imported to the top level of your Strawberry project in the OS file explorer

Last modified: Oct 15, 2019

2.6.7. Importing a Preditor Sequence

In order to import a Preditor Sequence into your Adobe Premiere project, please do the following:

1. Inside Premiere Pro CC, launch the Strawberry panel extension
2. Click on the "More Options" icon in the upper right corner of the panel
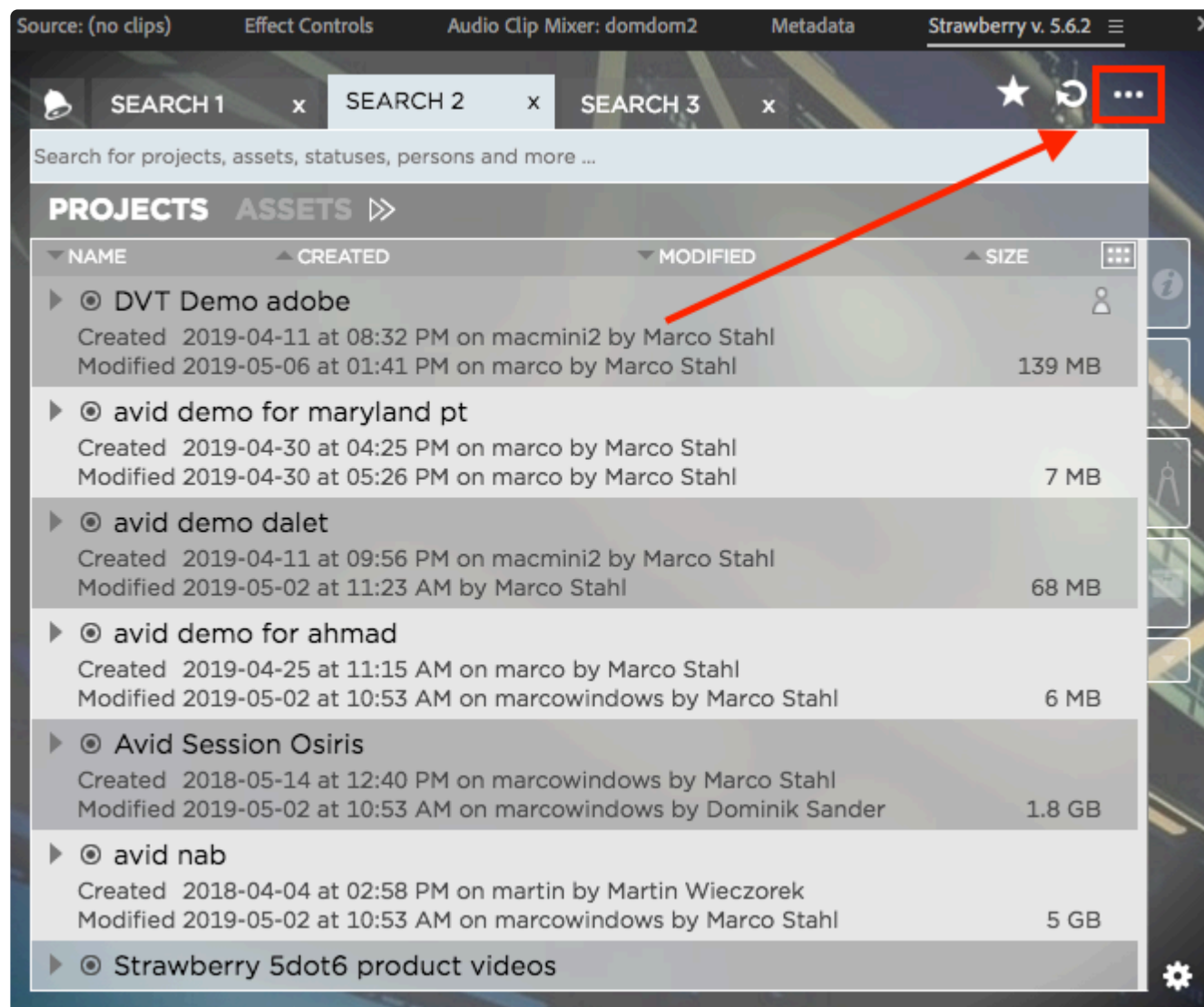
3. Click on the "Import Preditor Sequence" tab
4. Select the sequence that you wish to import by clicking on its name
5. Click on the "Import" button
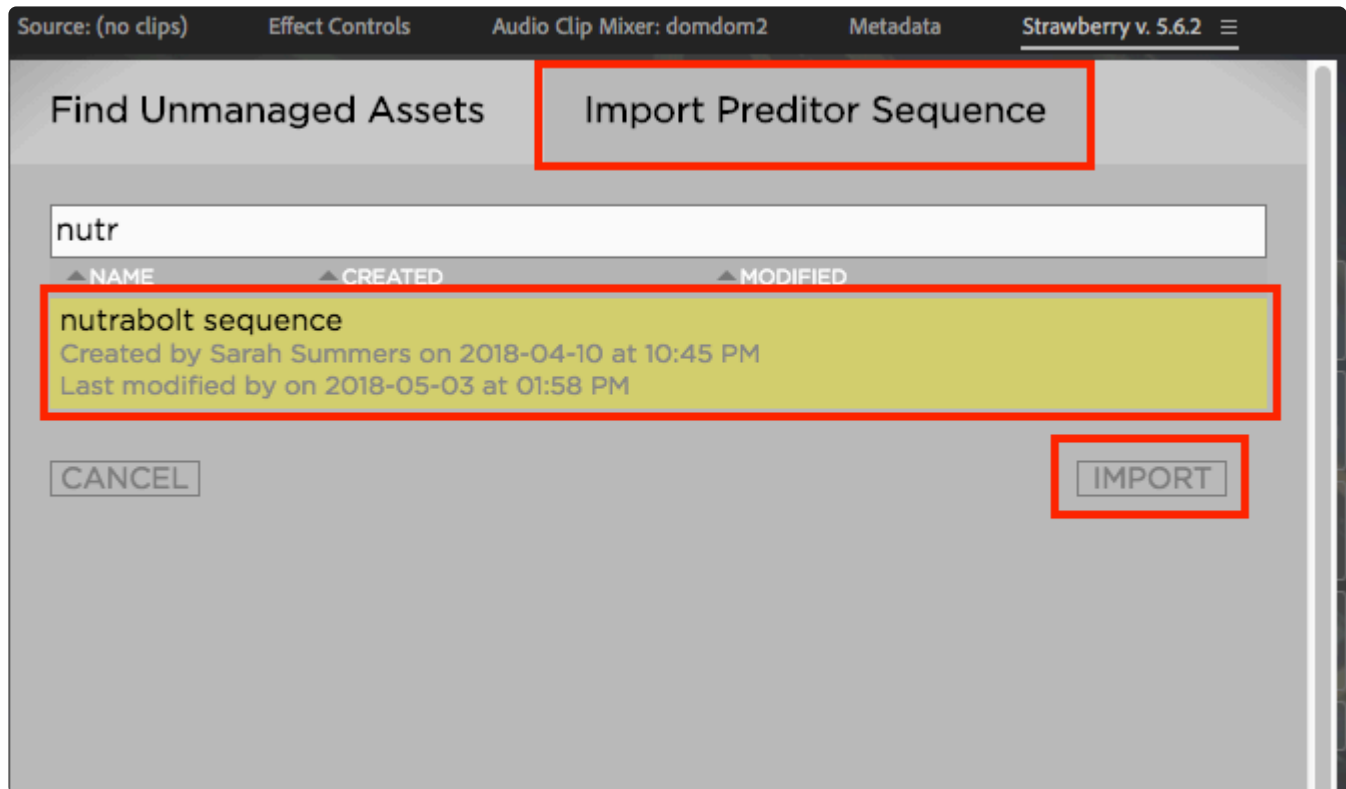
> ✳ Once the sequence is imported, it will be located inside a bin called "Preditor-sequence-name", whereby "sequence-name" is the name of the imported sequence. On the OS file browser level, the physical media files and the sequence XML file will be located inside "Your Strawberry Project/Linked-Files/preditor/sequence-name".

Last modified: Oct 15, 2019

2.6.8. Marker Synchronization

When using Strawberry's Adobe panel extension to import media, any Strawberry-markers attached to the media will automatically be imported into Premiere as clip markers. Markers created on Premiere master clips will synchronize back to Strawberry based on an interval of around 5 minutes. When updating adding markers to a Strawberry-managed asset that has already been imported into Premiere, the new marker will be automatically added to the Premiere master clip as well.

Last modified: Oct 15, 2019

2.7. User Settings

Inside your personal user settings, you can define your preferred default behavior for certain Strawberry features and customize the appearance settings of the Strawberry user interface. The user settings **apply only to you**. Each Strawberry user has their own personal settings.

• General Settings
• Appearance Settings
• Notifications Settings

2.7.1. General Settings

Hide Archived Content by Default

If enabled, archived content is not shown in the search results as a default setting. It can be enabled on a demand basis by using the "Advanced Search Filters"

Hover Scrub (Skimming)

If enabled, hovering over video thumbnails will present you with a video preview

Navigation Style

- Flat: Does not show folders when expanding projects from the project list
- Folders: Shows each project's folder structure when expanding a project

E-Mail

Your E-Mail address is required if you want to receive E-Mail notifications via the Communications System

Slack Username

Your Slack Username is required if you want to receive Slack notifications via the Communications System

> ✱ This feature is only available if you have a license for the enhanced version of the "Communications System".

2.7.2. Appearance Settings
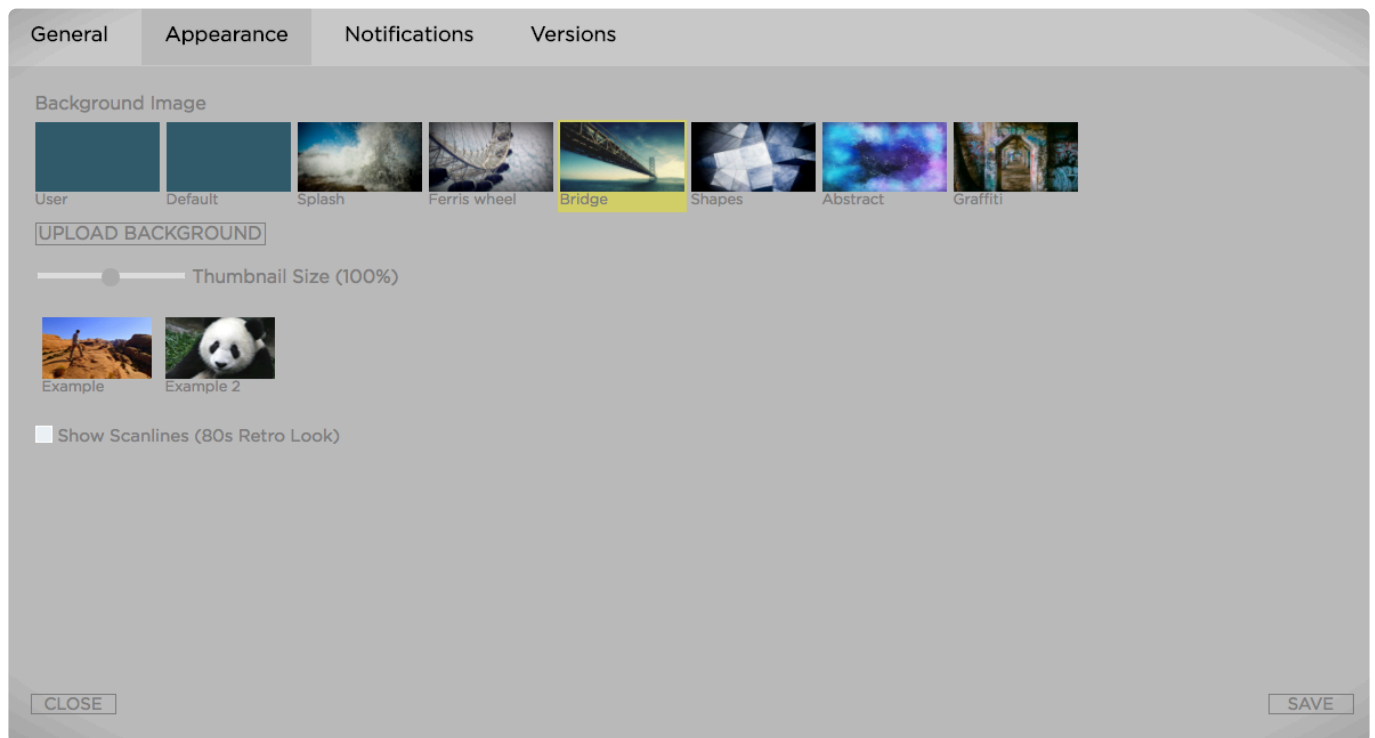
Background Image

Choose any of the presented background images as your Strawberry wallpaper or upload your own background image by clicking on the "Upload Background" button. Press save to apply your changes.

Thumbnail Size

Use the slider to define your preferred size for thumbnails

Show Scanlines (80s Retro Look)

Check if you love 80s TV scanline look

2.7.3. Notifications Settings

This section teaches you how to adjust your personal notification settings. Once logged in, you can access these settings by clicking on the settings wheel in the lower right corner of the user interface.
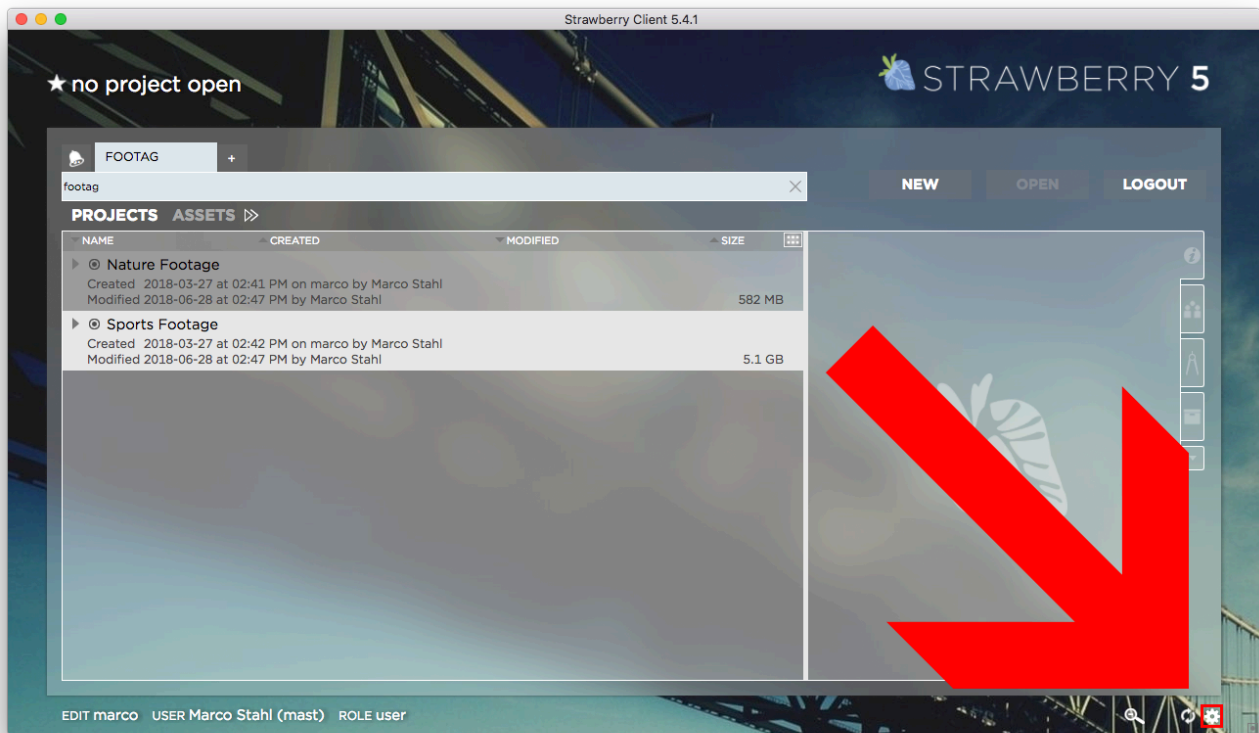
- [Project Notifications](#)
- [Gallery Notifications](#)
- [Asset Notifications](#)
- [Other Notifications](#)

Last modified: Jan 16, 2020

2.7.3.1. Project Notifications

To view or change your project notification & auto-subscription settings do the following:

1. Login to Strawberry with your credentials
2. Click on the settings wheel in the lower right corner of the user interface
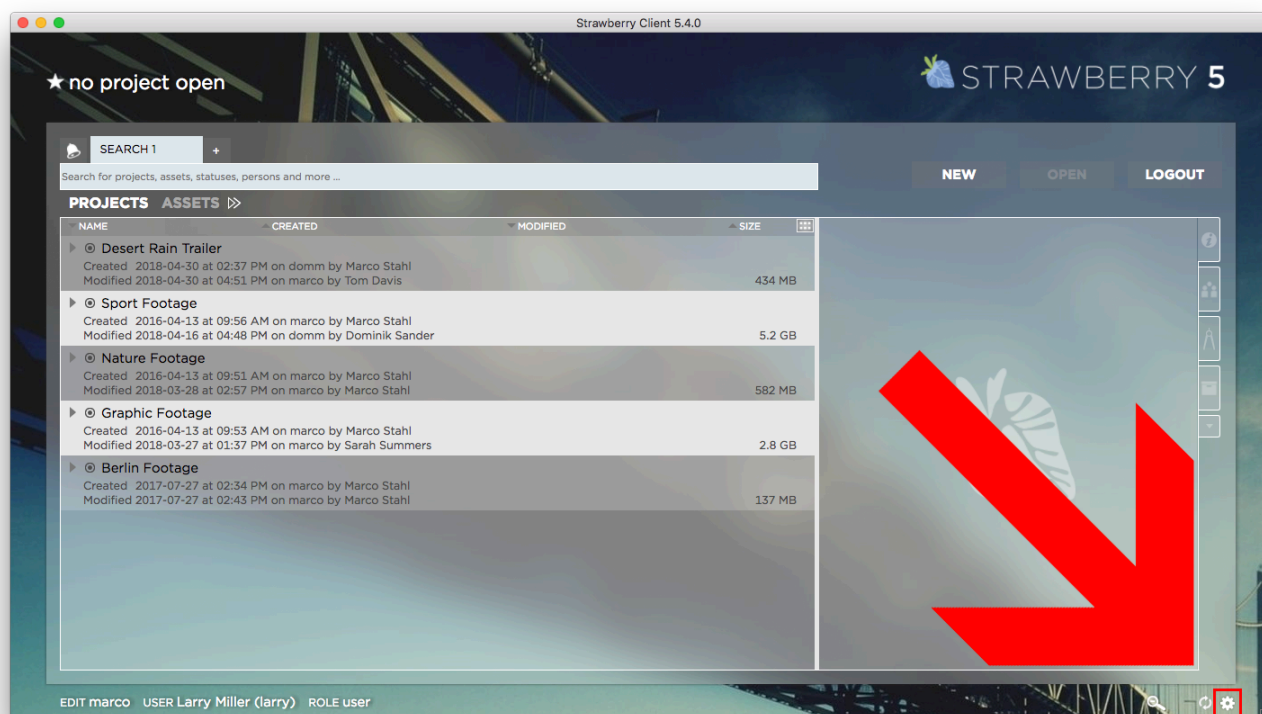
3. Click on the "Notifications" and then on the "Projects" tab

Notify me about my subscribed Projects in the following ways

Here you can define what kind of project notifications you want to receive and how they should be delivered to you

Auto-Subscribe

Here you can define based on which interactions Strawberry should automatically subscribe you to projects.

Auto-Unsubscribe

To avoid spam, you can define after how many days without interaction you will be automatically unsubscribed from a project. Interactions for projects are:

- Opening
- Adding is as a subproject
- Description Changes
- Status Changes
- Custom Metadata Changes
- Archival
- Retrieval
- Copy-to
- Freeze
- Melt

Auto-Unsubscribe Examples for Projects

If auto-unsubscribe for projects is set to 30 days, then you will be unsubscribed from a project when you haven't…*

- opened it for 30 days
- used it as a subproject for 30 days
- changed its description for 30 days
- changed it status for 30 days
- changed its custom metadata for 30 days
- archived it for 30 days
- retrieved it from the archive for 30 days
- copied it using "copy-to" for 30 days
- frozen it for 30 days
- melted it for 30 days

> ✳ If you perform either of the above actions during the custom-defined time period, then

> the timer will be reset and the period starts over.

2.7.3.2. Gallery Notifications

To view or change your project notification & auto-subscription settings do the following:

1. Login to Strawberry with your credentials
2. Click on the settings wheel in the lower right corner of the user interface
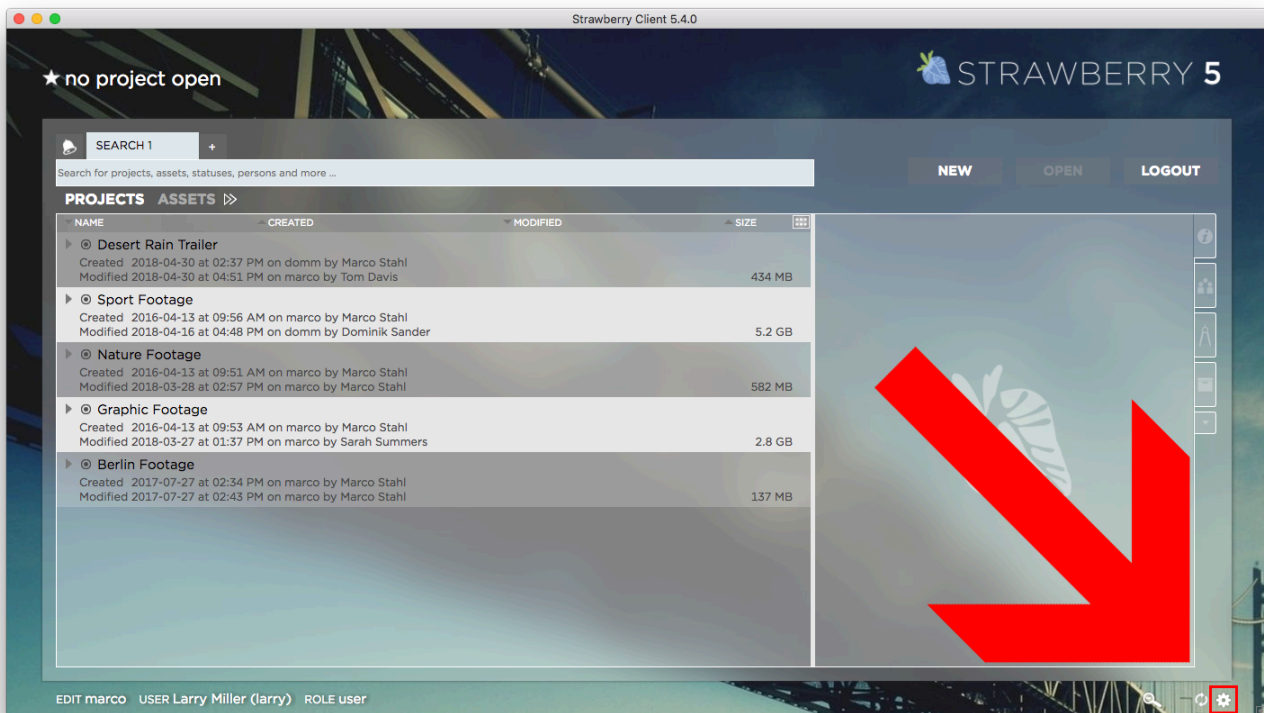
3. Click on the "Notifications" and then on the "Galleries" tab

EVENT	IN-APP	EMAIL	SLACK
General	Appearance	**Notifications**	Versions

| Projects | **Galleries** | Assets | Others |

NOTIFY
me about my subscribed Galleries in the following ways:

EVENT	IN-APP	EMAIL	SLACK
A new Asset gets released	✕	✕	☐
Someone submits a new Asset	✕	✕	☐
Description changes	✕	☐	☐
Custom Metadata changes	✕	☐	☐
Visual property changes	✕	☐	☐

AUTO-SUBSCRIBE
me to a Gallery when I:

EVENT	AUTO SUBSCRIBE
Create it	✕
Get invited to a Gallery or become a manager	✕
Change its Description	✕
Change its Custom Metadata	☐
Update the visual properties	✕

Auto-Unsubscribe me from a Gallery
when I haven't interacted with it for `30` days.

CLOSE

SAVE

Notify me about my subscribed Galleries in the following ways

Here you can define what kind of Gallery notifications you want to receive and how they should be delivered to you

Auto-Subscribe

Here you can define based on which interactions Strawberry should automatically subscribe you to Galleries.

Auto-Unsubscribe

To avoid spam, you can define after how many days without interaction you will be automatically unsubscribed from a Gallery. Interactions for projects are:

• Get invited to a GAllery or become a manager
• Description Changes
• Custom Metadata Changes
• Visual property changes

Last modified: Jan 09, 2020

2.7.3.3. Asset Notifications

To view or change your project notification & auto-subscription settings do the following:

1. Login to Strawberry with your credentials
2. Click on the settings wheel in the lower right corner of the user interface
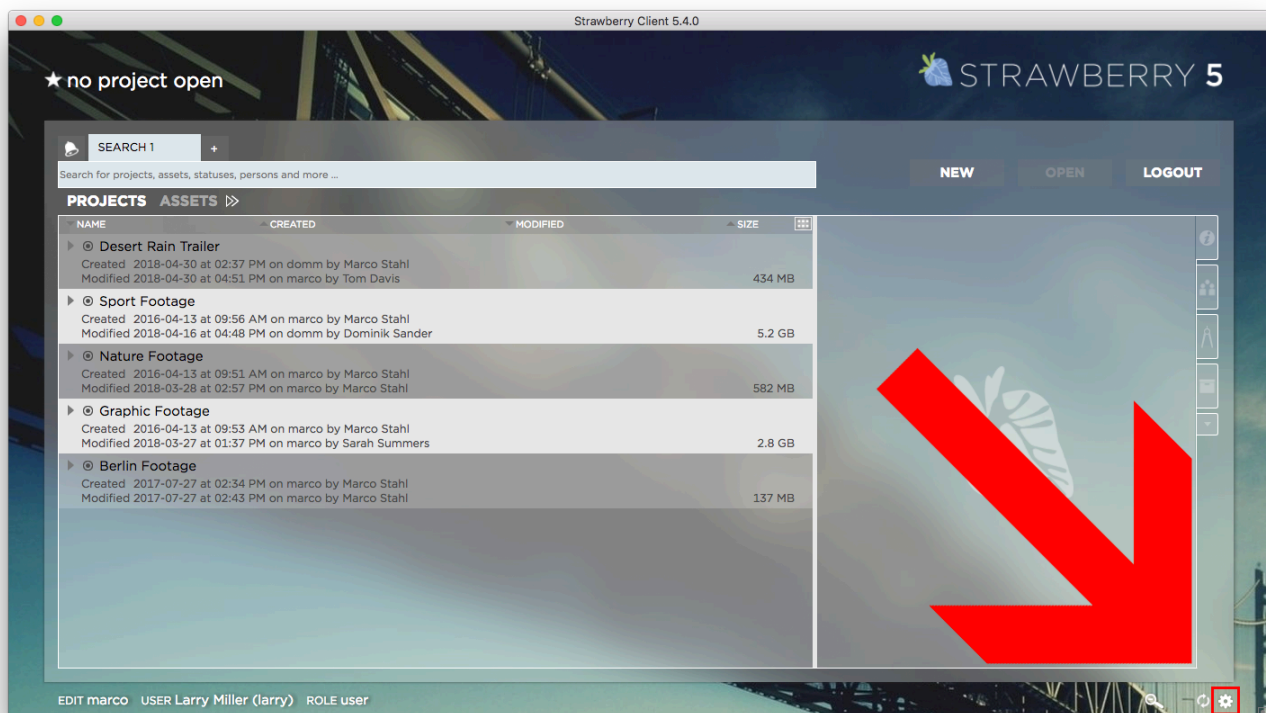
3. Click on the "Notifications" tab and then on the "Asset" tab

Notify me about my subscribed Assets in the following

ways

Here you can define what kind of asset notifications you want to receive and how they should be delivered to you

Auto-Subscribe

Here you can define based on which interactions Strawberry should automatically subscribe you to file assets.

Auto-Unsubscribe

To avoid spam, you can define after how many days without interaction you will be automatically unsubscribed from an asset. Interactions for assets are:

• Description Changes
• Add or change an annotation
• Share via email
• Retrieve from archive
• Copy-to

Auto-Unsubscribe Examples for Media Assets

If auto-unsubscribe for assets is set to 30 days, then you will be unsubscribed from an asset when you haven't…

• changed its description for 30 days
• added or changed an annotation (marker) for 30 days
• changed its custom metadata for 30 days
• shared it via email for 30 days
• retrieved it from the archive for 30 days
• copied it using "copy-to" for 30 days
• re-encode it for 30 days

> ✱ If you perform either of the above actions during the custom defined time period, then the timer will be reset and the period starts over.

Last modified: Jan 16, 2020

2.7.3.4. Other Notifications

Here you can define what kind of other notifications you want to receive and how they should be delivered to you

Last modified: Jan 09, 2020

2.7.3.5. Event Types

Strawberry distinguishes between "project events", "asset events" and "other events ". Please familiarize yourself with the different event types and under which circumstances you will or will not receive notifications for them.

- Project Events
- Asset Events
- Other Events

Last modified: Oct 15, 2019

2.7.3.5.1. Project Events

The below event types apply to projects only.

- **Open Events**
  - You will receive a notification when another user opens a project to which you are subscribed.
  - You will not receive a notification if you have opened the project yourself.

- **Description Changes**
  - You will receive a notification when another user changes the description of a project to which you are subscribed.
  - You will not receive a notification when you have changed the description yourself.

- **Status Changes**
  - You will receive a notification when another user changes the status of a project to which you are subscribed.
  - You will not receive a notification when you have changed the project status yourself.

- **Custom Metadata Changes**
  - You will receive a notification when another user changes the custom metadata of a project to which you are subscribed.
  - You will not receive a notification when you have changed the project status yourself.

- **Archival Success**
  - You will receive a notification when a project that you are subscribed to has been successfully archived.
  - You will receive this notification, regardless of whether you or another user have initiated the archive process in the first place.

- **Archival Failure**
  - You will receive a notification when a project that you are subscribed to has failed to archive.
  - You will receive this notification, regardless of whether you or another user have initiated the archive process in the first place.
  - The reason for the archive failure will be shown to you when you click on the "Show More" button inside the notification.

- **Retrieval Success**
  - You will receive a notification when a project that you are subscribed to has been successfully retrieved from the archive.
  - You will receive this notification, regardless of whether you or another user have initiated the archive retrieval process in the first place.

- **Retrieval Failure**
  - You will receive a notification when a project that you are subscribed to has failed to retrieve from the archive.
  - You will receive this notification, regardless of whether you or another user have initiated the archive retrieval process in the first place.
  - The reason for the retrieval failure will be shown to you when you click on the "Show More" button inside the notification.

- **Copy-to Success**
  - You will receive a notification when a project that you are subscribed to has been successfully copied to a target location.
  - You will receive this notification, regardless of whether you or another user have initiated the copy-to process in the first place.

- **Copy-to Failure**
  - You will receive a notification when a project that you are subscribed to has failed to copy over to the target location.
  - You will receive this notification, regardless of whether you or another user have initiated the copy-to process in the first place.
  - The reason for the copy-to failure will be shown to you when you click on the "Show More" button inside the notification.

- **Freeze**
  - You will receive a notification when another user freezes a project to which you are subscribed.
  - You will not receive a notification if you have frozen the project yourself.

- **Melt**
  - You will receive a notification when another user melts a project to which you are subscribed.
  - You will not receive a notification if you have melted the project yourself.

- **Deletion**
  - This notification type will only be triggered when a project has been deleted via the Strawberry user interface. It will not apply when a project gets directly deleted on the shared storage without Strawberry involved.
  - You will receive a notification when an Admin user deletes a project to which you are subscribed.
  - You will not receive a notification if you have deleted the project yourself.

Last modified: Oct 15, 2019

2.7.3.5.2. Asset Events

The below event types apply to media assets only.

- **Description Changes**
  - You will receive a notification when another user changes the description of an asset to which you are subscribed.
  - You will not receive a notification when you have changed the description yourself.

- **Annotations, Replies & Completions**
  - You will receive a notification when another user annotates on, replies to or completes an annotation of an asset to which you are subscribed.
  - You will not receive a notification when you have performed those changes yourself.

- **Custom Metadata Changes**
  - You will receive a notification when another user changes the custom metadata of an asset to which you are subscribed.
  - You will not receive a notification when you have changed the custom metadata yourself.

- **Retrieval Success**
  - You will receive a notification when an asset that you are subscribed to has been successfully retrieved from the archive.
  - You will receive this notification, regardless of whether you or another user have initiated the

archive retrieval process in the first place.

- **Retrieval Failure**
  - You will receive a notification when an asset that you are subscribed to has failed to retrieve from the archive.
  - You will receive this notification, regardless of whether you or another user have initiated the archive retrieval process in the first place.
  - The reason for the retrieval failure will be shown to you when you click on the "Show More" button inside the notification.

- **Asset Copy-to Success**
  - You will receive a notification when an asset that you are subscribed to has been successfully copied to a target location.
  - You will receive this notification, regardless of whether you or another user have initiated the copy-to process in the first place.

- **Asset Copy-to Failure**
  - You will receive a notification when an asset that you are subscribed to has failed to copy over to the target location.
  - You will receive this notification, regardless of whether you or another user have initiated the copy-to process in the first place.
  - The reason for the copy-to failure will be shown to you when you click on the "Show More" button inside the notification.

- **Folder Copy-to Success**
  - You will receive a notification when a folder has been successfully copied to a target location.
  - Only the person who initiated the copy-to process for a folder will receive this notification.

- **Asset Copy-to Failure**
  - You will receive a notification when a folder has failed to copy over to the target location.
  - Because it is not possible to subscribe to folders, only the person who initiated the copy-to process for a folder will receive this notification.
  - The reason for the copy-to failure will be shown to you when you click on the "Show More" button inside the notification.

- **Successful re-encodes**
  - This notification type is related to proxy-encoding statuses only.
  - You will receive a notification when an asset that you are subscribed to has been successfully re-encoded.
  - You will receive this notification, regardless of whether you or another user have initiated the re-encoding process in the first place.

- **Retrieval Failure**
  - This notification type is related to proxy-encoding statuses only.
  - You will receive a notification when an asset that you are subscribed to has failed to re-encode.
  - You will receive this notification, regardless of whether you or another user have initiated the re-encoding process in the first place.
  - The reason for the re-encoding failure will be shown to you when you click on the "Show More"

button inside the notification.

- **Deletion**
  - This notification type will only be triggered when an asset has been deleted via the Strawberry user interface. It will not apply when an asset gets directly deleted on the shared storage without Strawberry involved.
  - You will receive a notification when a user deletes an asset to which you are subscribed.
  - You will not receive a notification if you have deleted the asset yourself.

Last modified: Oct 15, 2019

2.7.3.5.3. Other Events

- **Annotation PDF Creation has been successful**
  - It is recommended to keep notifications for this event type enabled at all times.
  - You will receive a notification when an annotation PDF that you have requested has been successfully created.
  - Only the person who has requested the PDF download will receive this notification.

- **Annotation PDF Creation has been successful**
  - It is recommended to keep notifications for this event type enabled at all times.
  - You will receive a notification when the annotation PDF creation has failed.
  - Only the person who has requested the PDF download will receive this notification.
  - The reason for the PDF creation failure will be shown to you when you click on the "Show More" button inside the notification.

- **When someone shares a project with me**
  - You will receive a notification when another user shares a project with you directly or with a team of which you are a member.

- **When someone shares one of my subscribed Projects with another User or Team**
  - You will receive a notification when another user shares a project to which you are subscribed with another user or team.

- **When someone shares a Preditor Sequence with me**
  - You will receive a notification when another user shares a Preditor sequence with you directly or with a team of which you are a member.

- **When someone shares one of my subscribed Preditor Sequences with another User or Team**
  - You will receive a notification when another user shares a Preditor sequence to which you are subscribed with another user or team.

- **When someone mentions me**
  - You will receive a notification when someone mentions you directly in a project or asset description field or in an asset annotation or reply.

Last modified: Oct 15, 2019

3. Strawberry Admin Manual

Welcome to the Strawberry 5 Admin Manual. Please choose a topic:

- System Requirements
- Product Download Locations
- Admin Panel
- Adobe CC Panel Setup

Last modified: Jan 16, 2020

3.1. System Requirements

- Client Software Requirements
- Server Requirements
- Storage File System Requirements

Last modified: Aug 19, 2020

3.1.1. Client Software Requirements

Strawberry Client Application

The following operating systems are supported by the Strawberry client application.

- macOS 10.12, 10.13, 10.14, 10.15 & 11.4
- Windows 7, 8 & 10
- Windows Server 2016 & 2019

Strawberry Adobe Panel Extension

The following Adobe Premiere Pro CC and After Effects CC versions are supported by the Strawberry Adobe panel extension.

- Adobe Premiere Pro CC 2018 or newer (macOS & Windows)
- Adobe After Effects CC 2018 or newer (macOS & Windows)

The following operating systems are supported by the Strawberry Adobe panel extension.

- macOS 10.12, 10.13, 10.14 & 10.15
- Windows 7, 8 & 10
- Windows Server 2016 & 2019

Skies Remote Editing Panel for Adobe Premiere Pro CC

The following Adobe Premiere Pro CC and After Effects CC versions are supported by the Skies remote

editing extension for Adobe Premiere.

- Adobe Premiere Pro CC 2019 or newer (macOS & Windows)
- Adobe After Effects CC 2019 or newer (macOS & Windows)

The following operating systems are supported by the Skies remote editing extension for Adobe Premiere.

- macOS 10.12, 10.13, 10.14 & 10.15
- Windows 7, 8 & 10
- Windows Server 2016 & 2019

Web Browsers

The following web browsers are supported by the Strawberry web interface. Older versions might work but will likely cause performance regressions.

- Safari 11 or newer
- Chrome 65 or newer
- Firefox Quantum 60 or newer

SSL Certificates

The Strawberry Client supports SSL connections when Strawberry Server certificates are signed by Trusted Root Certification Authorities. Windows and macOS clients fully support self-signed certificates. To use SSL with Strawberry, add proper certificates to your server configuration and prepend the "server name" in the client with "https://" instead of "http://".

Last modified: Jul 08, 2021

3.1.2. Server Requirements

Primary Strawberry Production Server

The primary Strawberry production server is hosting the Strawberry services & the database. Additionally, it can perform 24/7 proxy encoding. Strawberry services can either run on physical hardware or inside a Virtual Machine.

- 48 GB RAM
- 16+ physical CPU cores / 2.4 GHz or faster (Intel or AMD)
- 2× 500GB SSD (mirrored)
- A dedicated connection to the storage and a dedicated network connection to the client network (10gbit Ethernet or comparable)
- RHEL 7 or Centos 7, 64bit
- Support for RHEL 6 and Centos 6 has ended in November 2020 as both products have reached their End Of Lifetime (EOL).

Proxy Encoding Node

A proxy encoding node is a dedicated server for 24/7 proxy file creation. A proxy encoding node can either run on physical hardware or inside a Virtual Machine. The Strawberry core server can control and load balance multiple proxy encoding nodes simultaneously.

- 24 GB RAM
- 16+ physical CPU cores / 2.4 GHz or faster (Intel or AMD)
- 2× 500GB SSD (mirrored)
- A fast connection between the proxy encoding node and the store storage (10Gbit Ethernet or comparable)
- An adequate connection between the View encoder node and the Strawberry server for metadata traffic (1Gbit Ethernet)
- RHEL 7 or Centos 7, 64bit
- Support for RHEL 6 and Centos 6 has ended in November 2020 as both products have reached their End Of Lifetime (EOL).

High Availability Server

- The High Availability (HA) server must have the exact same hardware and software properties as the primary Strawberry production server

Last modified: Nov 10, 2021

3.1.3. Storage File System Requirements

Certified Storage Vendors

- BlueWhale
- Bright Technologies
- Dell EMC (formerly Isilon)
- IBM
- OpenDrives
- Quantum
- Qumulo
- Quobyte
- Rohde & Schwarz (formerly DVS)
- Scale Logic (formerly Rorke Data)

List of Supported Storage File Systems

- BlueWhale FS
- HyperFS
- EXT4
- GPFS
- Nexis [1]
- OneFS

- QF2
- Quobyte
- Spectrum Scale
- StorNext
- XFS
- ZFS
- Other Linux based storage file systems [2]

> ✱ [1] This storage or storage vendor is qualified for limited use cases only! [2] File system not listed here are supported if they comply with the POSIX standard & support ACLs (POSIX, NFSv4 or CIFS/SMB). Also, a common base for user accounts (Active Directory with RFC2307 compatibility) is required in certain cases. Please contact us for more information!

Last modified: Jul 09, 2021

3.2. Product Download Locations

You can download the latest versions of the Strawberry client software & Adobe CC panels on our product download page. The download page also contains links to the latest changelogs.

Last modified: Oct 15, 2019

3.3. Admin Panel

This topic provides you with documentation of the Strawberry Administrator manual. Please choose a topic:

- Managing Access
- Managing Projects
- Managing Galleries
- Managing Assets
- Managing Archive Strategies
- Managing Copy-to Strategies
- Miscellaneous Settings

Last modified: Jan 16, 2020

3.3.1. Managing Access

This chapter contains information about managing roles, users, teams and edits within Strawberry.

- Managing Roles
- Managing Users
- Managing Teams

Last modified: Oct 15, 2019

3.3.1.1. Managing Roles

Strawberry enables Administrators to create custom user roles. A role is a set of permissions (capabilities) that determine what a user can and can not do within the Strawberry system. A role can be assigned to multiple users.

- Role Capabilities Overview
- Default & System Roles
- Creating a Role
- Editing a Role
- Deleting a Role

Last modified: Jan 15, 2020

3.3.1.1.1. Role Capabilities Overview

Project related and general capabilities

Can login to the client application

Users with this capability can login to the Strawberry client application installed on the editing systems

Can login to Strawberry web interface using a web browser

Users with this capability can login to the Strawberry interface using a web browser

Can login to the Gallery web interface using a web browser

Users with this capability can login to the Galleries interface using a web browser

Can create new projects

Users with this capability can create new projects within the Strawberry user interface

Can see users and teams

Users with this capability can see users and teams in the Strawberry system

Can assign projects to own teams and their members

Users with this capability can share projects visible to them with teams that they are a member of including members of these teams.

Can assign project to teams that the user isn't member

(Users with this capability can share projects visible to them with teams that they are a not a member of)

Projects created by this user are available to all teams of which the user is a member

This will only apply if the user is able to assign Projects to own teams.

Can archive own projects

Users with this capability are allowed to archive projects that they created only

Can retrieve own projects

Users with this capability are allowed to retrieve projects that they created only

Can archive other people's projects

Users with this capability are allowed to archive all projects that they see, no matter if they created these projects or not

Can retrieve other people's projects

Users with this capability are allowed to retrieve all projects that they see, no matter if they created these projects or not

Can use "copy to.." on own projects

Users with this capability are allowed to use "copy to.." on projects that they created only

Can use "copy to.." on other people's projects

Users with this capability are allowed to copy all projects that they see, no matter if they created these projects or not

Can freeze/melt own projects

Users with this capability are allowed to freeze and melt projects that they created

Can freeze/melt other people's projects

Users with this capability are allowed to freeze and melt projects that they created

Can modify the status and custom metadata of projects without write access

Users with this capability are allowed to change custom metadata from all projects that they see, no matter if they write access to these projects or not

Can re-scan projects (including Libraries)

Users with this capability are allowed to perform a rescan on projects that they see

Asset-related capabilities

Can delete assets and folders via the user interface

Users with this capability are allowed to delete media assets via the Strawberry user interface (Recommended for super users only

Can use "copy to.." on assets

Users with this capability are allowed to use "copy to.." on media assets from projects that they have at least read access to

Can download proxy version of assets

Users with this capability are allowed to download LowRes proxies from projects that they have at least read access to

Can download high-res version assets

Users with this capability are allowed to download HighRes media assets from projects that they have at least read access to

Can share assets via email

Users with this capability are allowed to share proxy versions of assets via email

Can define custom expiration dates for "Share via Email" links

Users with this capability can define custom expiration dates for "Share via Email" links. If a custom expiration date is set on a share link then the default setting in the Admin panel does no longer apply.

Can re-create proxy files

Users with this capability are allowed to trigger a re-encoding job on any Strawberry managed media asset

Can track down assets

Users with this capability are allowed to see into which projects a given media file is linked.

Can modify custom asset metadata

Users with this capability can modify the custom metadata values (drop-down menus and text input fields) for assets they have write access to.

Can set and modify asset expiration dates

Users with this capability can set and modify asset expiration dates for assets to which they have write access.

~~Can track down assets but not delete~~

~~Users with this capability are allowed to see into which projects a given media file is linked. Caution Advised! This is a potential security risk because it does not respect individual user or team access rights. Users could potentially see names of projects that they normally couldn't see.~~

~~Can track down assets and delete~~

~~Users with this capability are allowed to see into which projects a given media file is linked and also delete it from there! Caution Advised! This is a potential security risk because it does not respect individual user or team access rights.~~

Annotation & Description related capabilities

Can comment on projects

Users with this capability can write comments for projects

Can comment on assets

Users with this capability can write comments on assets

Can annotate on assets (Add markers)

Users with this capability can write annotations for assets

Can download annotations

Users with this capability can download the annotations of an Asset.

Can delete other people's annotations (deletion of own annotations is always possible)
(Users with this capability can delete annotations that other people created)

Gallery related capabilities

Can Create Galleries

Users with this capability can create new galleries. Once a user creates a new Gallery, that user will automatically become a manager of that Gallery.

Can submit Assets to Gallerie

Users with this capability can submit assets to existing Galleries. If the submitting user isn't a member of the Gallery to which he or she submits an asset, then a Gallery manager has to approve the asset submission.

Preditor related capabilities

Can login to Preditor (to open sequences)

Users with this capability are allowed to login to Preditor

Can create new Preditor sequences

Users with this capability are allowed to create new sequences within Preditor

Can assign sequences to own teams and their members

Users with this capability can share Preditor sequences with teams that they are a member of including members of these teams.

Can assign sequences to teams that user isn't a member of

Users with this capability can share Preditor sequences even with teams that the user isn't a member of

Sequences created by this user are available to all teams of which the user is a member

This will only apply if the user is able to assign Sequences to own teams.

Can export and import Preditor sequences

Users with this capability can export and import a Preditor sequence to an existing Strawberry project

Can download sequence as XML/AAF file

Users with this capability can download Preditor sequences as XML or AAF files

Last modified: Apr 23, 2020

3.3.1.1.2. Default & System Roles

Every Strawberry system comes with a number of pre-configured system roles. System roles cannot be deleted but almost all of them can be modified.

Admin

The Admin role is a vital system role and cannot be modified, renamed or deleted. Users with this role can see all Strawberry-managed projects and assets and have all role capabilities enabled by default. Only users with this role are allowed to log in to the Strawberry admin panel.

Share

The Share role is a vital system role and cannot be renamed or deleted but its capabilities can be modified by an Admin. The role is a key role of the Skies cloud infrastructure because users with this role do not occupy Skies seats when using Strawberry via its cloud infrastructure. When a Strawberry

user shares a media asset via Email and the email receiver is not yet a user of the Strawberry system, then the email receiver automatically gets the "Share" role associated with his or her Email address. The role, however, has a very limited set of capabilities. Users with this role can not log in to any Strawberry frontend expect for Email links directly shared with them. Please check the role's capabilities on your system to see which capabilities are available & enabled for this role.

Super User

The Super User role is a vital system role and cannot be renamed or deleted but its capabilities can be modified by an Admin. By default, this role has almost all capabilities enabled. Please check the role's capabilities on your system to see which capabilities are enabled for it.

User

The User role is a vital system role and cannot be renamed or deleted but its capabilities can be modified by an Admin. Please check the role's capabilities on your system to see which capabilities are enabled for it.

Guest

The Guest role is a vital system role and cannot be renamed or deleted but its capabilities can be modified by an Admin. Please check the role's capabilities on your system to see which capabilities are enabled for it.

Last modified: Jan 15, 2020

3.3.1.1.3. Creating a Role

1. Login to the Strawberry Admin panel using your Admin credentials
2. Click on the "Access" tab
3. Click on Manage Roles
4. Click on the "Add Role" button located below the role list
5. Name your new role and define the roles capabilities by using the checkbox located next to each capability
6. Once done, press "Confirm" to save the new role

NEW ROLE

Assets - Check Category

 Can delete assets and folders via user interface ?

 Can use "copy to.." on assets. ?

☑ Can download proxy version of assets ?

 Can download high-res version assets ?

☑ Can share assets via email ?

 Can re-create proxy files ?

 Can track down assets but not delete ?

 Can track down assets and delete ?

Annotations & Descriptions - Check Category

☑ Can comment on projects ?

CANCEL		CONFIRM

Last modified: Oct 15, 2019

3.3.1.1.4. Editing a Role

1. Login to the Strawberry Admin panel using your Admin credentials
2. Click on the "Access" tab
3. Click on Manage Roles
4. Select the checkbox next to the role that you wish to edit
5. Perform your changes
6. Once you are done click "CONFIRM" to save your changes

Last modified: Oct 15, 2019

3.3.1.1.5. Deleting a Role

1. Login to the Strawberry Admin panel using your Admin credentials
2. Click on the "Access" tab
3. Click on Manage Roles
4. Select the checkbox next to the role that you wish to delete
5. Click on the "Delete Role" button and confirm the deletion by clicking on the "Yes" button

! Deleting a role is not possible for as long as users are still assigned to that role. Before deleting a role, please go through the user list and remove users from that role.

3.3.1.2. Managing Users

This topic describes how to create 6 manage users on your Strawberry system.

- Creating a User
- Editing a User
- Changing a Users Role
- Giving Skies Access to a User
- Assigning Users to Teams
- Assigning Users To Projects
- Assigning Teams to Projects
- Deleting a User
- Default Roles & Teams for new Users

3.3.1.2.1. Creating a User

1. Log into the Administration panel and click on the "Access" tab
2. Click on the "Manage Users" bar to expand it
3. Click on the "Add User" button below the user list
4. Fill out the required fields and define a role for the new user

3.3.1.2.2. Editing a User

1. Log into the Administration panel and click on the "Access" tab
2. Click on the "Manage Users" bar to expand it
3. Select the checkbox next to the user that you want to edit
4. Make your changes and confirm

3.3.1.2.3. Changing a Users Role

1. Login to the Administration panel and click on the "Access" tab
2. Click on the "Manage Users" bar to expand it
3. Select the user which role you want to change
4. Navigate to the "Role" column on the right-hand side and change the role from the drop-down menu. Changes are applied immediately
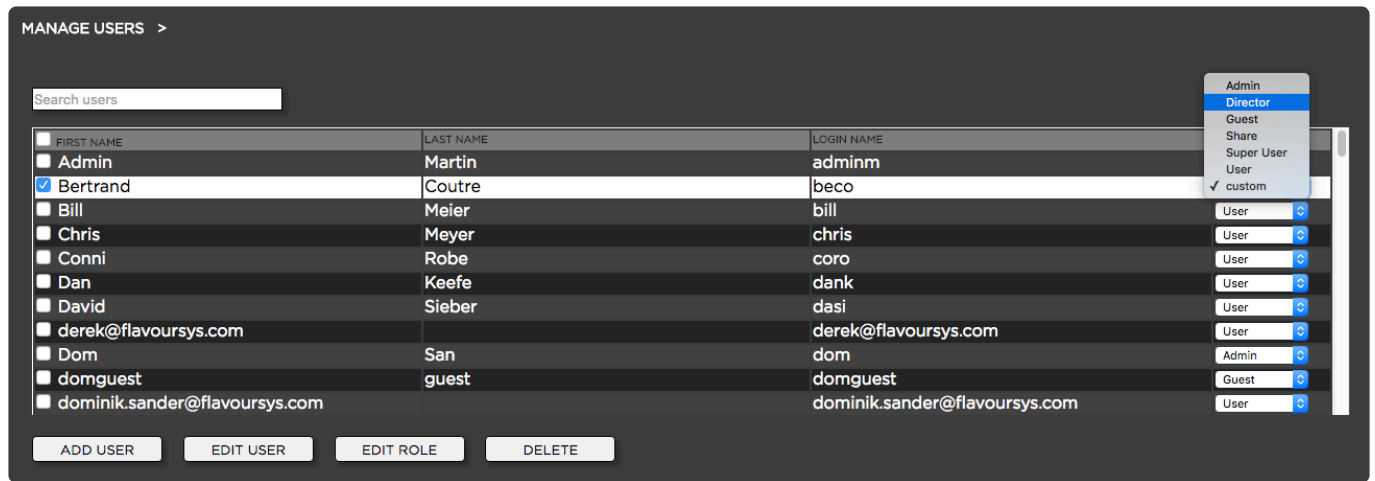
It is also possible to apply a custom role to each user. Custom roles make sense if none of the existing roles fits the capability-requirements for specific users. In order to customize a users role do the following:

1. Login to the Administration panel and click on the "Access" tab
2. Click on the "Manage Users" bar to expand it
3. Select the checkbox next to the user which role you want to customize
4. Click on the "Edit Role" button below the user list
5. Adjust the role capabilities as required and press "confirm"
6. The user's role will now appear as "custom"

> ✳ You can change a user-specific (custom) role back to one of your default roles by repeating the initial steps of this page.

Last modified: Jan 15, 2020

3.3.1.2.4. Giving Skies Access to a User

Requirements & Info

• You must have a valid Skies subscription in order to be able to use this feature
• Each new Skies user will deduct one Skies seat from your pool of Skies seats
• You can also give Skies access to an entire team

Usage

1. Login to the Administration panel and click on the "Access" tab
2. Click on the "Manage Users" bar to expand it
3. Make sure that you have enough Skies seats available
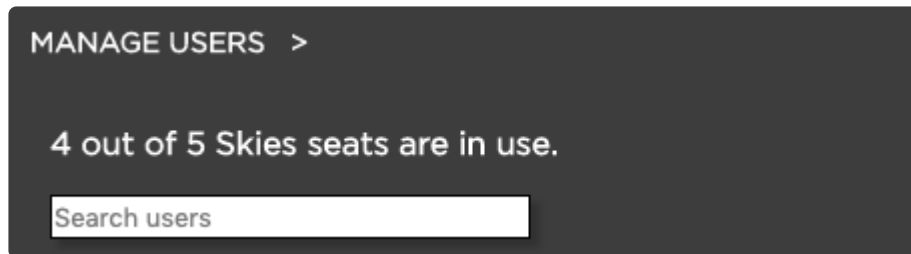
3. Select the user to which you want to give Skies access

4. Navigate to the "Skies" column on the right-hand side and check the box. Changes are applied immediately

- If the checkbox is already checked with a grey checkbox then the user either has Skies access already via a Team or is using the Share role

Last modified: Feb 05, 2020

3.3.1.2.5. Assigning Users to Teams

✳ You'll need to have at least one team before you can perform the below steps.

The following topic teaches you how to assign one or multiple users to one or multiple teams. Once a user is assigned to a team, he or she will be able to see all projects assigned to that team. User access rights to these projects depend on whether the user is provided with read-only or write access to individual projects as well as the capabilities of the user's role.

Option 1: Prefered for Assigning one User to Multiple Teams

1. Log into the Administration panel and click on the "Acess" tab
2. Click on the "Manage Users" bar to expand it
3. Select the user which you want to assign to a team
4. Next to the user list appears a table with a tab called "Teams" and another tab called "Projects"
5. click on the "Teams" tab and checkbox the team(s) to which you want to assign the selected user

Option 2: Prefered for Assigning multiple Users to one Team

1. Log into the Administration panel and click on the "Acess" tab
2. Click on the "Manage Teams" bar to expand it
3. Select the team to which you want to assign users
4. Next to the team list appears a list with a tab called "Users" and another tab called "Projects"
5. click on the "Users" tab and checkbox the user(s) to which you want to assign the selected team

Last modified: Oct 15, 2019

3.3.1.2.6. Assigning Users To Projects

The following topic teaches you how to assign one or multiple users to one or multiple projects.

Option 1: Preferred for Assigning many Projects to one User

1. Log into the Administration panel and click on the "Acess" tab
2. Click on the "Manage Users" bar to expand it
3. Select the user which you want to assign to a project
4. Next to the user list appears a table with a tab called "Teams" and another tab called "Projects"
5. click on the "Projects" tab and checkbox the project(s) to which you want to assign to the selected user

Option 2: Preferred for Assigning many Users to one Project

1. Log into the Administration panel and click on the "Projects" tab
2. Click on the "Manage Online Projects" bar to expand it
3. Select the project that you want to assign to one or multiple users
4. Next to the project list appears a list with a tab called "Users" and another tab called "Teams"
5. click on the "Users" tab and checkbox the user(s) to which you want to assign to the selected project

Last modified: Oct 15, 2019

3.3.1.2.7. Assigning Teams to Projects

The following topic teaches you how to assign one or multiple teams to one or multiple projects.

Option 1: Prefered for Assigning multiple Projects to one Team

1. Log into the Administration panel and click on the "Acess" tab

2.   Click on the "Manage Teams" bar to expand it
3.   Select the team to which you want to assign projects to
4.   Next to the "Teams" list appears a table with a tab called "Users" and another tab called "Projects"
5.   click on the "Projects" tab and checkbox the project(s) that you want to assign to the selected team

Option 2: Preferred for Assigning many Teams to one Project

1.   Log into the Administration panel and click on the "Projects" tab
2.   Click on the "Manage Online Projects" bar to expand it
3.   Select the project that you want to assign to one or multiple teams
4.   Next to the project list appears a list with a tab called "Users" and another tab called "Teams"
5.   click on the "Teams" tab and checkbox the team(s) to which you want to assign to the selected project

Last modified: Oct 15, 2019

3.3.1.2.8. Deleting a User

1.   Log into the Administration panel and click on the "Access" tab
2.   Click on the "Manage Users" bar to expand it
3.   Click on the checkbox next to the user(s) you want to delete
4.   Click the delete button and confirm the deletion

Last modified: Oct 15, 2019

3.3.1.2.9. Default Roles & Teams for new Users

About

If you are using the Skies cloud infrastructure and/or a Lightweight Directory Access Protocol (LDAP) or an Active Directory (AD) for the Strawberry user authentification, the below features allow you to define a default role and a default team for each user who logs into Strawberry for the first time.

Default Role for new PAM Users

1. Login to the Administration panel and click on the "Access" tab
2. Click on the "Manage Users" bar to expand it
3. Scroll down until you see the setting "Default Role for New PAM Users"
4. Select the default role from the drop-down menu (no further action is required)

Default Team for new PAM Users

1. Login to the Administration panel and click on the "Access" tab
2. Click on the "Manage Users" bar to expand it
3. Scroll down until you see the setting "Default Team for New PAM Users"
4. Select the default team from the drop-down menu (no further action is required)

Default Role for new Gallery Users

1. Login to the Administration panel and click on the "Access" tab
2. Click on the "Manage Users" bar to expand it
3. Scroll down until you see the setting "Default Role for New Gallery Users"
4. Select the default role from the drop-down menu (no further action is required)

Default Team for new Gallery Users

> ✱ When using Skies it is highly recommended that the "Default Team for new Gallery Users" has the ability to login to Strawberry via Skies. This will ensure that new users who are invited to a Gallery will also be able to access that Gallery via the Skies cloud infrastructure.

1. Login to the Administration panel and click on the "Access" tab
2. Click on the "Manage Users" bar to expand it
3. Scroll down until you see the setting "Default Team for New Skies Users"
4. Select the default team from the drop-down menu (no further action is required)

Last modified: Jan 15, 2020

3.3.1.3. Managing Teams

Users who are members of a Strawberry team have common visibility to all projects and media files assigned to this team. Once a user is assigned to a team, he or she will be able to see all projects assigned to that team. User access rights to these projects depend on whether the user is provided with read-only or write access to individual projects as well as the capabilities of the user's role.

• Creating a Team
• Editing a Team
• Giving Skies Access to a Team
• Deleting a Team

Last modified: Jan 15, 2020

3.3.1.3.1. Creating a Team

1. Log into the Administration panel and click on the "Acess" tab
2. Expand the "Manage Teams" bar
3. Click on the "Add Team" button below the teams list
4. Fill out the required information.

During the team creation process, strawberry will ask you to set a team quota. The team quota virtually limits the storage space for a certain team without restricting physical storage access (soft quota). In Strawberry, no project has a real owner. For this reason, the team quota is a so-called additive quota which means that a project that is visible to multiple teams will influence the quota of each of these teams. This also means that the additive quota differentiates from the physical (real) storage quota.

Last modified: Oct 15, 2019

3.3.1.3.2. Editing a Team

Editing a team enables you to change its name and quota.

1. Log into the Administration panel and click on the "Acess" tab
2. Expand the "Manage Teams" bar
3. Select the checkbox next to the team that you want to edit
4. Make your changes and confirm

Last modified: Oct 15, 2019

3.3.1.3.3. Giving Skies Access to a Team

Requirements & Info

• You must have a valid Skies subscription in order to be able to use this feature
• Each new Skies user will deduct one Skies seat from your pool of Skies seats

Usage

1. Login to the Administration panel and click on the "Access" tab
2. Click on the "Manage Teams" bar to expand it
3. Make sure that you have enough Skies seats available
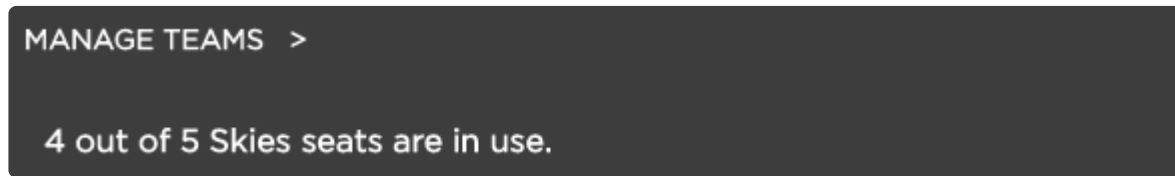
3. Select the team to which you want to give Skies access
4. Navigate to the "Skies" column on the right-hand side and check the box. Changes are applied immediately
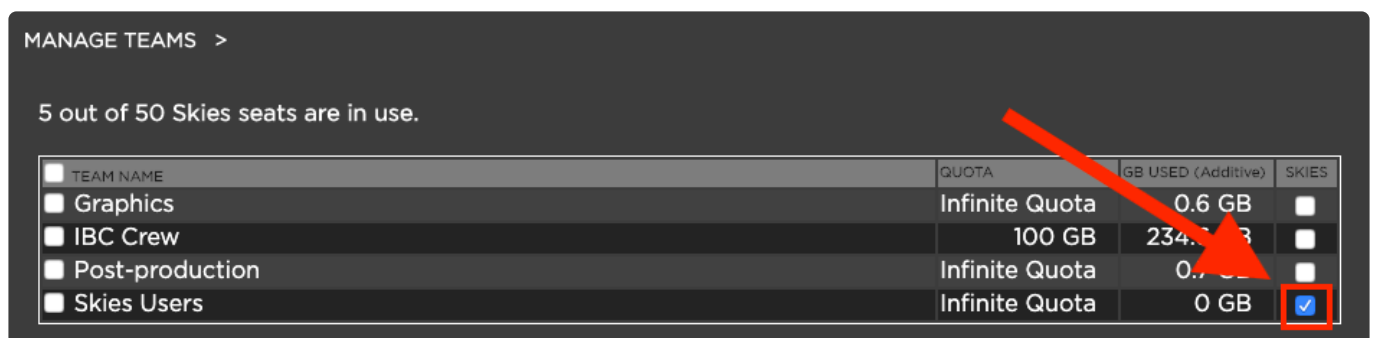
Last modified: Feb 05, 2020

3.3.1.3.4. Deleting a Team

1. Log into the Administration panel and click on the "Acess" tab
2. Expand the "Manage Teams" bar
3. Select the checkbox next to the team(s) that you want to delete
4. Click on the "Delete Team" and confirm the deletion

> ❗ When deleting a team, users assigned to this team will lose access rights to the team's projects if they are not assigned to these projects individually. Caution is advised!

Last modified: Oct 15, 2019

3.3.2. Managing Projects

About

In this chapter, you will learn how to manage online, archived and library projects from within the

Strawberry Admin panel.

Contents

Last modified: Jan 16, 2020

3.3.2.1. Managing Online Projects

Last modified: Oct 15, 2019

3.3.2.1.1. Force-Closing a Project

This feature allows Administrators to close a project while it is opened (locked) by an editing system. This feature can be useful in case a software or hardware related error prevents the project from closing properly.

1. Log into the Administration panel and click on the "PRojects" tab
2. Expand the "Manage Online Projects" bar
3. Select the project that you want to force close and press the "Force Close" button below the project list
4. Confirm the warning message to perform the operation

Last modified: Oct 15, 2019

3.3.2.1.2. Freezing and Melting a Project

This feature enables you to put a project "on-hold" by freezing it. Once a project is frozen, it can only be melted by users which have the proper capability defined in their role or by an Admin.

Freezing a Project

1. Log into the Administration panel and click on the "Projects" tab
2. Expand the "Manage Online Projects" bar
3. Checkbox the project that you want to freeze

4. Click on the "Freeze" button below the project list and confirm by clicking "Yes"

Melting a Project

1. Log into the Administration panel and click on the "Projects" tab
2. Expand the "Manage Online Projects" bar
3. Checkbox the project that you want to melt
4. Click on the "Melt" button below the project list and confirm by clicking "Yes"

Last modified: Oct 15, 2019

3.3.2.1.3. Archiving a Project

> ✳ Archiving projects is possible after at least one archive strategy has been created. Visit the Manage Archive section of this manual to learn more.

Archive strategies allow you to define discrete archive locations and methodologies for different types of projects. When a user presses the "Archive Project" button in the user front-end Strawberry will offer the archive strategies defined here.

1. Log into the Administration panel and click on the "PROJECTS" tab
2. Expand the "Manage Online Projects" bar
3. Select the project(s) that you want to archive by clicking on the checkbox(es) next to the project name(s) and press the "Archive" button below the project list
4. Choose an "Archive Strategy" from the list and confirm

Last modified: Oct 15, 2019

3.3.2.1.4. Deleting a Project

This feature allows Administrators to delete one or multiple projects permanently. When deleting a project, its project files, media files, as well as proxy files and database entries will be deleted permanently.

1. Log into the Administration panel and click on the "PRojects" tab
2. Expand the "Manage Online Projects" bar
3. Select the project(s) that you want to delete and press the "Delete" button below the project list
4. Confirm the warning message to permanently delete the project(s)

Last modified: Oct 15, 2019

3.3.2.1.5. Performing Indexer Tasks on Online Projects

This section explains the indexer-related operations which you can perform on your online project(s).

1. Log into the Administration panel and click on the "PROJECTS" tab
2. Expand the "Manage Online Projects" bar
3. Checkbox the project(s) on which you want to perform an indexer operation
4. Click on the "Indexer" button below the project list. This button was called "View" in older Strawberry versions

The following choices will appear:

- **Rescan Project(s)**
  Scans the project for new, modified & deleted media files and adds the changes to the database

- **Rewrite Timecode**
  Re-calculates the timecodes for all assets inside the selected project(s). Overwrites the existing timecode with the newly calculated one. This only applies to download versions of proxy files!

- **Reencode Everything**
  Deletes all proxy files from the selected project(s) and writes new ones.

- **Update Proxy Structure**
  Updates the proxies in the selected project to the most recent proxy structure version. Newer proxy structures are required for Skies-based remote editing. This operation does only re-encode a proxy if it has been created with a Strawberry version older than 5.4 and if the source asset has more than one audio track.

5. Make your choice and press "Confirm"

Last modified: Apr 02, 2020

3.3.2.1.6. Downloading the Project List as an Excel Sheet

1. Log into the Administration panel and click on the "Projects" tab
2. Click on the "Download xls" button below the "Manage Libraries" bat to start the .xls download

Last modified: Oct 15, 2019

3.3.2.1.7. Renaming a Project

❋ Renaming a project is only possible if the project is not open as a main or subproject. Renaming a project will also change its folder/mount point name. After the project has been renamed, some applications may report "media offline" errors.

1. Log into the Administration panel and click on the "Projects" tab
2. Expand the "Manage Online Projects" bar
3. Select the project that you want to rename by clicking on the checkbox next to the project name
4. Click on the "Rename" button below the project list and follow the instructions

5. Choose an "Archive Strategy" from the list and confirm

Last modified: Oct 15, 2019

3.3.2.2. Managing Archived Projects

• [Retrieving a Project from the Archive](#)

Last modified: Oct 15, 2019

3.3.2.2.1. Retrieving a Project from the Archive

Strawberry allows certain users ([depending on their role](#)) & admins to archive and retrieve projects.

1. Log into the Administration panel and click on the "Projects" tab
2. Expand the "Manage Archived Projects" bar
3. Checkbox the project(s) which you want to retrieve from the archive back to your online storage
4. Press the "Retrieve" button and confirm by clicking "Yes"

Last modified: Oct 15, 2019

3.3.2.3. Managing Libraries

About

This section explains how to create "Ingest Watchfolders" and "External Libraries" using the Strawberry Admin panel.

Requirements

• Libraries are part of Strawberry's "Watchfolders" add-on. The add-on must be activated on your system in order to use this feature.

Contents

• [Library States](#)
• [Ingest Watchfolders & Libraries](#)
• [External Watchfolders and Libraries](#)
• [Performing rescans and re-encodes on Library Projects](#)

Last modified: Jan 16, 2020

3.3.2.3.1. Library States

Requirements

- Libraries are part of Strawberry's "Watchfolders" add-on. The add-on must be activated on your system in order to use this feature.

Usage

Libraries, no matter if "Ingest Libraries" or "External Libraries" can have three different states:

- State: "Active" – The library is fully operational
- State: "Not Configured" – The Library exists but is not yet configured
- State: "Inactive" – the library is configured but either the source watch folder or the target project is not reachable or missing

Last modified: Jan 16, 2020

3.3.2.3.2. Ingest Watchfolders & Libraries

About

An "Ingest Library" is a Strawberry library project that gets populated via an ingest watch folder. Strawberry scans the watch folder on an Admin-defined interval and moves new media into the corresponding Strawberry library project folder on the storage.

Requirements

- Libraries are part of Strawberry's "Watchfolders" add-on. The add-on must be activated on your system in order to use this feature.

Contents

- Creating an Ingest Library
- Configuring an Ingest Library
- Configuring the Library Ingest Interval
- Configuring the Library Clean Interval
- Good to Know

Last modified: Jan 16, 2020
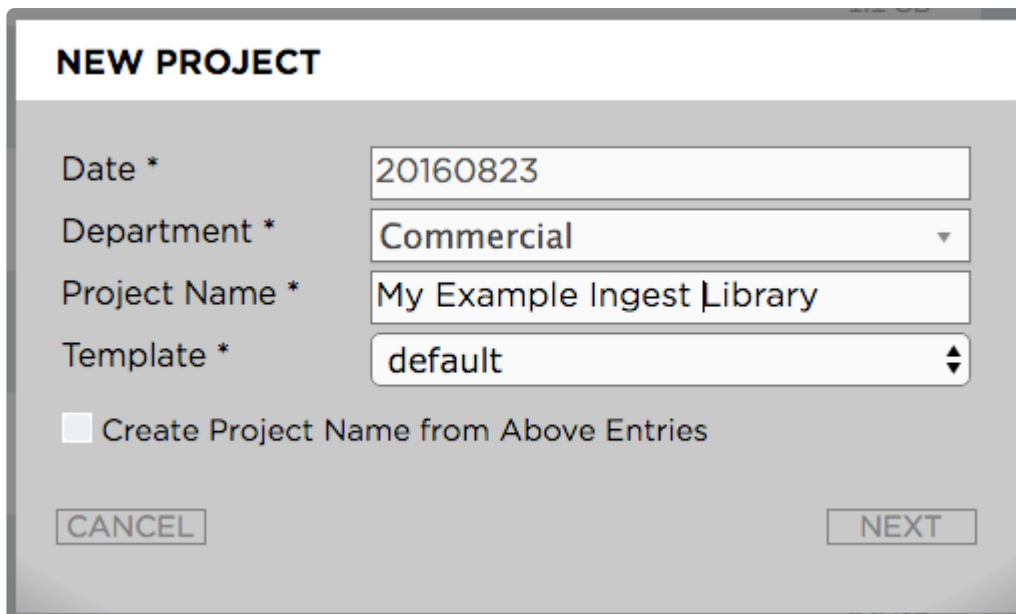
3.3.2.3.2.1. Creating an Ingest Library

Requirements

• Libraries are part of Strawberry's "Watchfolders" add-on. The add-on must be activated on your system in order to use this feature.

Usage

In order to create a new ingest library, you need to create a normal project first. To do so, open the Strawberry client application and create a new project. Name the project as you wish the library to be named. Once the project has been created close it and go back to the admin panel.

In the admin panel do the following:

1. Go to "Projects / Manage Online Projects" and checkbox the project that you created in the previous step
2. Now click on the "Flag as Library" below the project list and confirm with yes

Once the library has been created it will appear under "Projects / Manage Libraries" inside the Strawberry Admin panel.

Last modified: Jan 16, 2020

3.3.2.3.2.2. Configuring an Ingest Library

Requirements

- Libraries are part of Strawberry's "Watchfolders" add-on. The add-on must be activated on your system in order to use this feature.

Usage

Before configuring an ingest library you'll need to create an ingest watch folder. Ingest watch folders can be created inside the "strawberry-ingest" folder on your shared storage. If you wish to use a different watch folder location, please contact us.

1. Go to "Projects / Manage Libraries" and checkbox the Library that you created in the previous step. The library will be shown as "Not Configured"
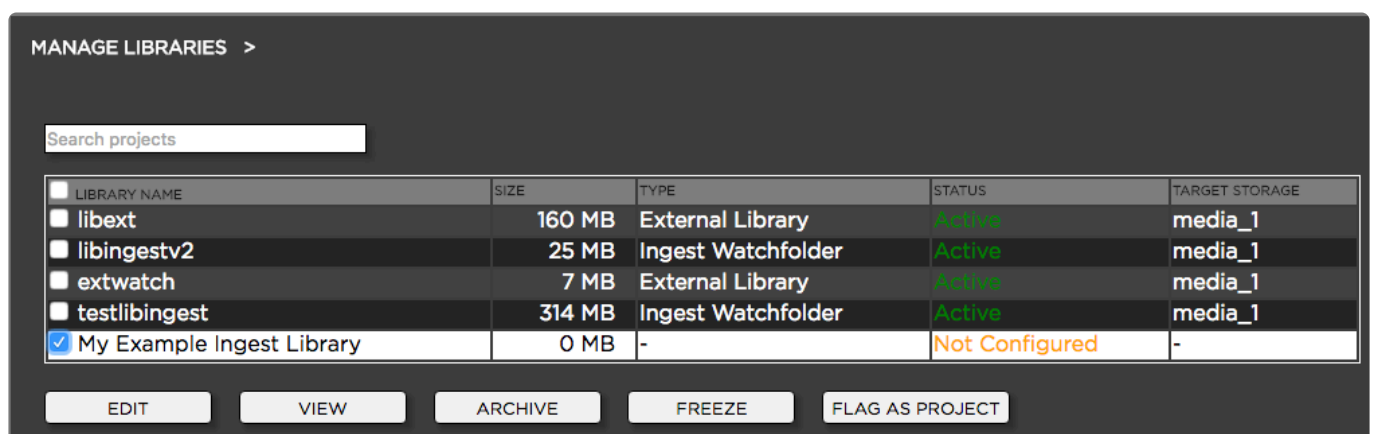
2. Click on the "Edit" button below the library project list. The following options appear:

- "Name" – Name of the Library
- "Watchfolder Type" – "Library Ingest" or "External Library" Select "Ingest Library" here
- "Ingest Path" – The path to the ingest watch folder as seen by the Strawberry server
- "Target Storage" – The storage to which ingested content should be moved. This is only relevant if Strawberry is controlling multiple storage systems.
- "Encoding Priority" – The encoding priority for proxy files in this Library. The ratio between normal and high priority is 1:4
- "Transmission Check" – The type of transmission check that should be performed before and after the media has been moved from the ingest watch folder to the target library.

EDIT LIBRARY

Name	Ingest Library
Watchfolder Type:	? ● Ingest ? ○ External
? Ingest Path:	/opt/sb4/data/strawberry-ingest/Ingest_Li
? Target Storage:	media_1 ⌄
? Encoding Priority	High ⌄
? Name Conflict	Ignore ⌄
? MXF Handling	Do not wait for all essence 1 ⌄
Transmission Check	none ⌄
? Subfolder Structure	
? In-Folder Conflict	Smart Merge ⌄
? Watchfolder Cleanup	☐

CANCEL   CONFIRM

Last modified: Jan 16, 2020

3.3.2.3.2.3. Configuring the Library Ingest Interval
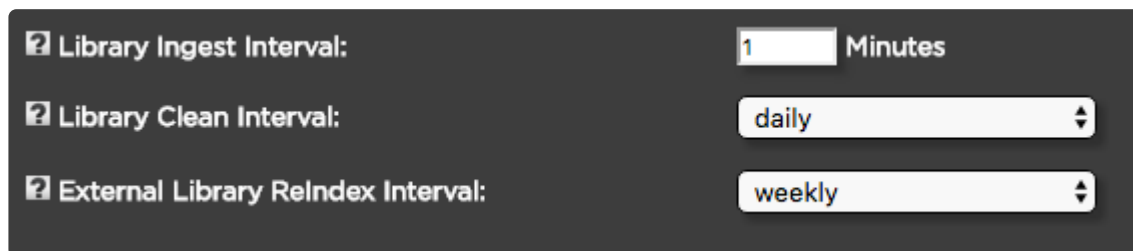
Requirements

- Libraries are part of Strawberry's "Watchfolders" add-on. The add-on must be activated on your system in order to use this feature.

Usage

The library ingest interval determines how often Strawberry will check all your configured ingest watch folders for new media files in order to move them to the target library. By default, the value is set to 1 minute. Assuming you added new media to the ingest watch folder, Strawberry will see the files after 1 minute. One minute later it will check if the size of the file in the ingest watch folder changed (to determine if the file is still being copied). If the file size did not change, Strawberry will move it to the target library. If the file size changed Strawberry will check again 1 minute later and so on.

In order to change the "Library Ingest Interval" go to "Projects / Manage Libraries" and adjust the value accordingly to your needs.

Last modified: Jan 16, 2020

3.3.2.3.2.4. Configuring the Library Clean Interval

Requirements

- Libraries are part of Strawberry's "Watchfolders" add-on. The add-on must be activated on your system in order to use this feature.

Usage

The clean interval scans your existing libraries for deleted media files on a recurring basis. This, however, is only important if you delete media files directly from the library folder on the storage and not from the Strawberry user interface. If you are not deleting Library media directly from the storage we recommend to set the recurrency to "weekly" instead of "daily".

🔡 Library Ingest Interval:	1	Minutes
🔡 Library Clean Interval:	daily	⇕
🔡 External Library ReIndex Interval:	weekly	⇕

Last modified: Jan 16, 2020

3.3.2.3.2.5. Good to Know

• There can only be one ingest watchfolder per library
• Folder structures inside the ingest watchfolders will reflect inside the Strawberry library project
• For usability reasons folder structures inside the ingest watchfolders will not be deleted
• Libraries can be archived equally to "normal" projects

Last modified: Oct 15, 2019

3.3.2.3.3. External Watchfolders and Libraries

An "External Library" is a folder structure outside of the default Strawberry-managed folder structure on the storage. Strawberry can index that external folder structure for the purposes of proxy file creating, metadata indexing and searching. Media in "External Libraries" remains where it is, meaning that Strawberry will not move or modify it.

• Creating an External Library
• Configuring an External Library

Last modified: Oct 15, 2019

3.3.2.3.3.1. Creating an External Library

In order to create a new external library, you need to create a normal project first. To do so, open the Strawberry client application and create a new project. Name the project as you wish the library to be named. Once the project has been created close it and go back to the admin panel.

In the admin panel do the following:

1. Go to "Projects / Manage Online Projects" and checkbox the project that you created in the previous step

2. Now click on the "Flag as Library" below the project list and confirm with yes

Once the library has been created it will appear under "Projects / Manage Libraries" inside the Strawberry Admin panel.

Last modified: Oct 15, 2019

3.3.2.3.3.2. Configuring an External Library

Before configuring an external library, you'll need to make sure that the external folder structure is reachable by the Strawberry server. If you are unsure how to do this please contact next level support.

1. Go to "Projects / Manage Libraries" and checkbox the Library that you created in the previous step. The library will be shown as "Not Configured"

3.3.2.3.4. Performing Indexer Tasks on Library Projects

This section explains the indexer-related operations which you can perform on your library project(s).

1. Log into the Administration panel and click on the "PROJECTS" tab
2. Expand the "Manage Libraries" bar
3. Checkbox the library project(s) on which you want to perform an indexer operation
4. Click on the "Indexer" (formerly "View") button below the library list

The following choices will appear:

- **Rescan Project(s)**
  Scans the project for new, modified & deleted media files and adds the changes to the database

- **Rewrite Timecode**
  Re-calculates the timecodes for all assets inside the selected project(s). Overwrites the existing timecode with the newly calculated one. This only applies to download versions of proxy files!

- **Reencode Everything**
  Deletes all proxy files from the selected project(s) and writes new ones.

- **Update Proxy Structure**
  Updates the proxies in the selected project to the most recent proxy structure version. Newer proxy structures are required for Skies-based remote editing. This operation does only re-encode a proxy if it has been created with a Strawberry version older than 5.4 and if the source asset has more than one audio track.

4. Make your choice and press "Confirm"

3.3.2.4. Custom Project Metadata

This function allows Administrators to create several metadata sets. Metadata sets can contain drop-down menus, text input fields, and patterns. The items can be set mandatory or optional. Users will be prompted to choose from the Admin-defined items when they create new projects, ensuring that each new project includes the desired metadata right from the start.

- Managing Metadata Sets
- Managing Dropdown Menus
- Managing Text Input Fields
- Managing Replacement Patterns
- Project Status Options

Last modified: Dec 03, 2019

3.3.2.4.1. Managing Project Metadata Sets

- [The Master Set](#)
- [Creating a Metadata Set](#)
- [Connecting Metadata Sets](#)
- [Modifying a Metadata Set](#)
- [Deleting a Metadata Set](#)

Last modified: Dec 03, 2019

3.3.2.4.1.1. The Master Set

The master set is the default metadata set for all Strawberry deployments and it is presented to each user upon project creation. It can be populated with drop-down menus, text input fields, and patterns. While content can be added to and removed from the master set, the master set itself cannot be deleted.

Last modified: Dec 03, 2019

3.3.2.4.1.2. Creating a Metadata Set

1. Login to the Strawberry Admin panel using your credentials
2. Click on the "Projects" tab
3. Click on the "Custom Project Metadata" to expand it
4. Click on the "Add Set" button
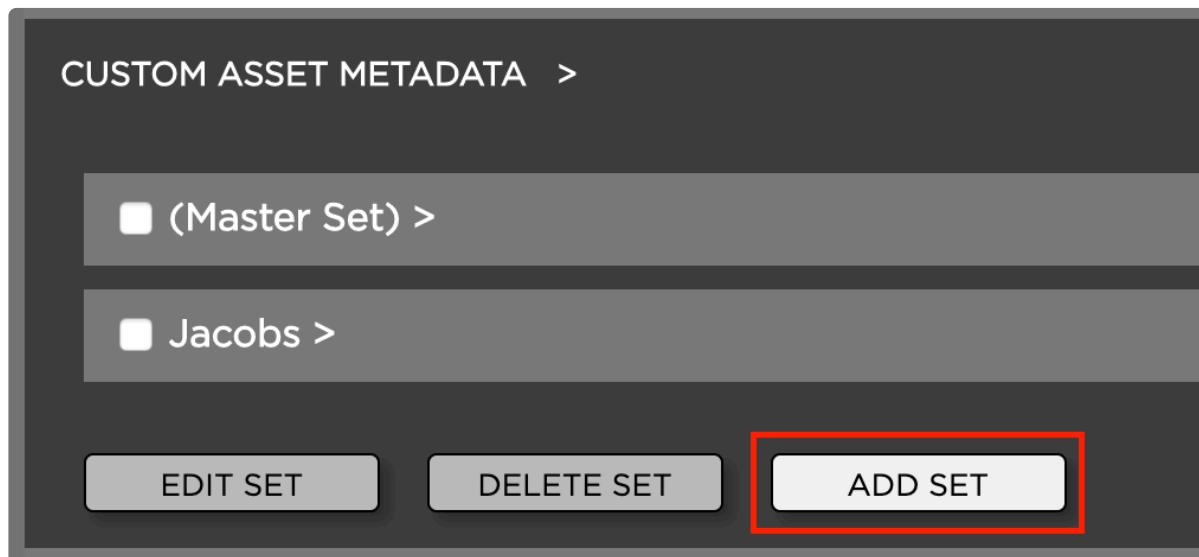
5. Name your new set and click on the "Add Set" button to create it

Once the set has been created you can populate it with..

- [Drop-down menus](#)

- [Text input fields](#)
- [Replacement patterns](#)

3.3.2.4.1.3. Connecting Metadata Sets

❋ You need to [create at least two Metadata Sets](#) in order to perform the below steps.

Metadata sets can be connected via drop down menus, meaning that if a user chooses a specific drop down selection (entry), a specific metadata set will be loaded.

1. Login to the Strawberry Admin panel using your credentials
2. Click on the "Projects" tab
3. Click on the "Custom Project Metadata" to expand it
4. Click on the metadata set that contains the drop-down menu which you want to modify. This will expand the set.
5. Click on the checkbox next to the drop-down menu and then on the "Edit Item" button
6. Next to each drop-down entry is a drop-down menu called "Target". Select the drop-down entry for which you want to load a specific target and choose that target from the list of targets.

3.3.2.4.1.4. Modifying a Metadata Set

Renaming a Metadata Set

1. Login to the Strawberry Admin panel using your credentials
2. Click on the "Projects" tab
3. Click on the "Custom Project Metadata" to expand it
4. Check the box next to the metadata set that you want to rename
5. Click on the "Edit Set" button

6. Enter the new set name and click on "Edit Set" to confirm

Changing the Content of a Metadata set

- Modifying the sets drop-down menus
- Modifying the sets text input fields
- Modifying the sets replacement patterns

3.3.2.4.1.5. Deleting a Metadata Set

> **!** Deleting a "Metadata Set" will also delete all of its metadata values from all projects which are currently using them. Before you continue, please consider,

1. Login to the Strawberry Admin panel using your credentials
2. Click on the "Projects" tab
3. Click on the "Custom Project Metadata" bar to expand it
4. Check the box next to the metadata set that you want to delete
5. Click on the "Delete Set" button and confirm

3.3.2.4.2. Managing Dropdown Menus

- [Creating a Dropdown Menu](#)
- [Modifying a Dropdown Menu](#)
- [Deleting a Dropdown Menu](#)
- [Deleting Individual Dropdown Values](#)

3.3.2.4.2.1. Creating a Dropdown Menu

1. Log into the Administration panel and click on the "Projects" tab
2. Expand the "Custom Project Metadata" bar
3. Click on the Metadata Set that you want to populate with a dropdown menu
4. Once the set is expanded, click on the "Add Item" button located below the set

Provide the information as requested:

- Name: The name of the dropdown menu as the user will see it (for example "Client" or "Show")
- Type: dropdown menu
- Maximum Characters: Not relevant for dropdown
- Restrict input to: Not relevant for dropdown
- Pattern: Not relevant for dropdown
- Mandatory: Defines if selecting an item from this dropdown is optional or mandatory
- Use in Project String: Defines if items from this dropdown will appear in the project name if the users enable the checkbox "Create Project Name from Metadata" upon project creation.

Now you can type the drodown menu values into the "Value" field. To add additional dropdown values click on the "+" button on the right of the value field.
Press "Confirm" when finished

ADD VALUE

Name	Customer
Type	dropdown menu
Maximum Characters	? 0
Restrict input to	No restriction
Pattern	
Mandatory	☑
Use in Project string	☑

Value Carapost   Target Entertainment   Safe Search ☐ +

Value RGTV   Target None   Safe Search ☐ +

Value Lamda   Target None   Safe Search ☐ +

CANCEL   CONFIRM

Last modified: Oct 15, 2019

3.3.2.4.2.2. Modifying a Dropdown Menu

Renaming a Drop-Down Menu

Renaming a drop-down menu allows you to change its name without deleting its entries from all projects that are using them.

1. Login to the Strawberry Admin panel using your credentials
2. Click on the "Projects" tab
3. Click on the "Custom Project Metadata" to expand it
4. Click on the metadata set that contains the drop-down menu which you want to modify. This will expand the set.
5. Click on the checkbox next to the drop-down menu and then on the "Edit Item" button
6. Change the drop-down menu's name in the "Name" field and click "Confirm"

EDIT ITEM

Name	My Dropdown
Type	dropdown menu ▼
Maximum Characters	**?** 0
Restrict input to	No restriction ▼
Pattern	
Mandatory	☐
Use in Project string	☑
Item Big Show	Target None ▼ Safe Search ☐ -
Item Miller Bros	Target None ▼ Safe Search ☐ -
Item Seven Eagles	Target None ▼ Safe Search ☐ -

CANCEL   CONFIRM

Renaming individual Drop-Down Entries

You can rename individual entries of a drop-down menu. Renaming an entry will change its name on every project that is using it. The old entry will no longer exist but will be overwritten with the new one.

1. Login to the Strawberry Admin panel using your credentials
2. Click on the "Projects" tab
3. Click on the "Custom Project Metadata" to expand it
4. Click on the metadata set that contains the drop-down menu which you want to modify. This will expand the set.
5. Click on the checkbox next to the drop-down menu and then on the "Edit Item" button
6. Change the drop-down entry and press "Confirm"

EDIT ITEM

Name	My Dropdown
Type	dropdown menu ▼
Maximum Characters	? 0
Restrict input to	No restriction ▼
Pattern	
Mandatory	☐
Use in Project string	☑

Item [Big Show] Target [None ▼] Safe Search ☐ -

Item [Miller Bros] Target [None ▼] Safe Search ☐ -

Item [Seven Eagles] Target [None ▼] Safe Search ☐ -

CANCEL   CONFIRM

Converting a Drop-Down Menu into a Text Field

In case you no longer require a specific drop-down menu, you can convert it into a text field. This will preserve the (former) entries of the drop-down on projects which are already using them and will also allow users to enter new free text entries.

1. Login to the Strawberry Admin panel using your credentials
2. Click on the "Projects" tab
3. Click on the "Custom Project Metadata" to expand it
4. Click on the metadata set that contains the drop-down menu which you want to modify. This will expand the set.
5. Click on the checkbox next to the drop-down menu and then on the "Edit Item" button
6. Change the type to "Text Input". You can also change the name if required.
7. Press "Confirm"

EDIT ITEM

Name	Former Dropdown
Type	✓ text input
	dropdown menu
	replacement pattern
Maximum Characters	
Restrict input to	No restriction
Pattern	
Mandatory	☐
Use in Project string	☑

Item [Big Show]   Target [None ▼]   Safe Search ☐ -

Item [Miller Bros]   Target [None ▼]   Safe Search ☐ -

Item [Seven Eagles]   Target [None ▼]   Safe Search ☐ -

[CANCEL]   [CONFIRM]

Last modified: Oct 15, 2019

3.3.2.4.2.3. Deleting a Dropdown Menu

> ! Deleting a drop-down menu will also delete all of its metadata values from all projects which are currently using them. Please consider <u>these alternative options</u> before deleting it.

Deletion Process

1. Login to the Strawberry Admin panel using your credentials
2. Click on the "Projects" tab
3. Click on the "Custom Project Metadata" to expand it
4. Click on the metadata set that contains the drop-down menu which you want to delete. This will expand the set.
5. Click on the checkbox next to the drop-down menu and then on the "Delete Item" button

Last modified: Oct 15, 2019

3.3.2.4.2.4. Deleting Individual Dropdown

Values

> ❗ Deleting a drop-down value (entry) will also delete it from all projects which are currently using it. Please consider these alternative options before deleting it.

Deletion Process

1. Login to the Strawberry Admin panel using your credentials
2. Click on the "Projects" tab
3. Click on the "Custom Project Metadata" to expand it
4. Click on the metadata set that contains the drop-down menu which you want to modify. This will expand the set.
5. Click minus (-) button next to the value that you want to remove. This will delete the value permanently!

EDIT ITEM

Name	Dropdown
Type	dropdown menu
Maximum Characters	? 0
Restrict input to	No restriction
Pattern	
Mandatory	☐
Use in Project string	☑
Item Big Show	Target None [-]
Item Miller Bros	Target None [-]
Item Seven Heaven	Target second set [-]
CANCEL	CONFIRM

3.3.2.4.3. Managing Text Input Fields

- [Creating a Text Input Field](#)
- [Modifying a Text Input Field](#)
- [Deleting a Text Input Field](#)
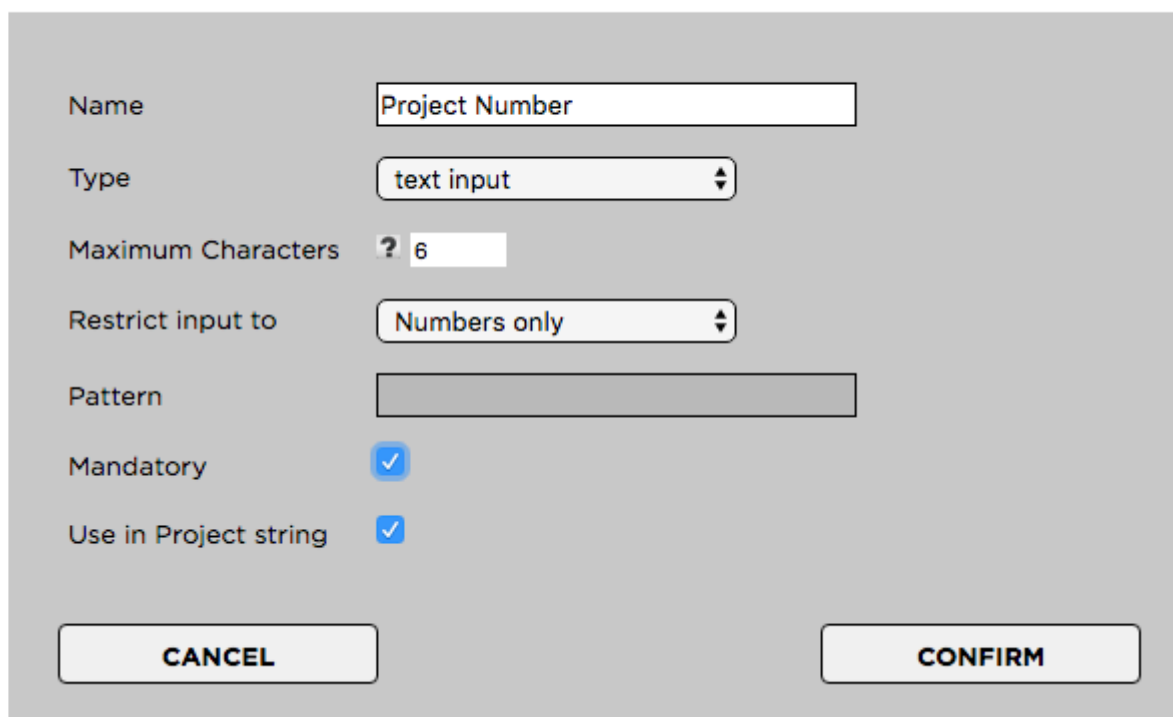
Last modified: Oct 15, 2019

3.3.2.4.3.1. Creating a Text Input Field

1. Log into the Administration panel and click on the "Projects" tab
2. Expand the "Custom Project Metadata" bar
3. Click on the Metadata Set that you want to populate with a dropdown menu
4. Once the set is expanded, click on the "Add Item" button located below the set

- Name: The name of the text input field as the users will see it (for example: "Project Number")
- Type: Text Input
- Maximum Characters: The number of characters users can type into that field. 0 equals infinite.
- Restrict input to: Restrict input to "numbers only", "letters only" or "numbers & letters". "No restriction" will allow any UTF-8 character.
- Pattern: Not relevant for text input
- Mandatory: Defines if this value is mandatory (checked) or optional (unchecked)
- Use in Project String: Defines if items from this text input field will appear in the project name if the users enable the checkbox "Create Project Name from Metadata" upon project creation

Press "Confirm" when finished

ADD VALUE

Name	Project Number
Type	text input
Maximum Characters	? 6
Restrict input to	Numbers only
Pattern	
Mandatory	☑
Use in Project string	☑

CANCEL   CONFIRM

3.3.2.4.3.2. Modifying a Text Input Field

Renaming a Text Input Field

Renaming a text input field allows you to change its name without deleting its entries from all projects that are using them.

1. Login to the Strawberry Admin panel using your credentials
2. Click on the "Projects" tab
3. Click on the "Custom Project Metadata" to expand it
4. Click on the metadata set that contains the text input field which you want to modify. This will expand the set.
5. Click on the checkbox next to the text field and then on the "Edit Item" button
6. Change the Text Field's name in the "Name" field and click "Confirm"

Converting a Text Field into a Drop-Down Menu

In case you no longer require a specific drop-down menu, you can convert it into a text field. This will preserve the (former) entries of the drop-down on projects which are already using them and will also allow users to enter new free text entries.

1. Login to the Strawberry Admin panel using your credentials
2. Click on the "Projects" tab
3. Click on the "Custom Project Metadata" to expand it

4. Click on the metadata set that contains the text input field which you want to modify. This will expand the set.

5. Click on the checkbox next to the text field and then on the "Edit Item" button

6. Change the Text Field's "Type" to "Dropdown". You can also change the name if you like to do so.

7. Click "Confirm"

3.3.2.4.3.3. Deleting a Text Input Field

! Deleting a text input field will also delete all of its metadata values from all projects which are currently using them. Please consider these alternative options before deleting it.

Deletion Process

1. Login to the Strawberry Admin panel using your credentials

2. Click on the "Projects" tab

3. Click on the "Custom Project Metadata" to expand it

4. Click on the metadata set that contains the text field which you want to delete. This will expand the set.

5. Click on the checkbox next to the text field and then on the "Delete Item" button

3.3.2.4.4. Managing Replacement Patterns

- [Creating a Replacement Pattern](#)
- [Modifying a Replacement Pattern](#)
- [Deleting a Replacement Pattern](#)

Last modified: Oct 15, 2019

3.3.2.4.4.1. Creating a Replacement Pattern

Replacement Patterns enable you to automatically create date values based on Unix date modifiers. [Click here to see the List of supported modifiers](#).

1. Log into the Administration panel and click on the "Projects" tab
2. Expand the "Custom Project Metadata" bar
3. Click on the Metadata Set that you want to populate with a replacement pattern
4. Once the set is expanded, click on the "Add Item" button located below the set

- Name: The name of the pattern field as the user will see it (for example "Date")
- Type: Replacement Pattern
- Maximum Characters: Not relevant for text replacement pattern
- Restrict input to: Not relevant for text replacement pattern
- Pattern: A pattern consisting of Unix modifiers. A pattern such as e.g. "Y / m% / %d" equals "year / month / date"
- Mandatory: Not relevant for text replacement pattern
- Use in Project String: Defines if the output from this pattern will appear in the project name if the users enable the checkbox "Create Project Name from Metadata" upon project creation.

Press "Confirm" when done.

Last modified: Oct 15, 2019

3.3.2.4.4.2. Modifying a Replacement Pattern

Coming Soon

Last modified: Oct 15, 2019

3.3.2.4.4.3. Deleting a Replacement Pattern

Coming Soon

Last modified: Oct 15, 2019

3.3.2.4.5. Project Status Options

Project statuses help users to define & determine what the work-in-progress status of a project is.

Statuses can be for instance "in editing, in color grading, ready for archive, and so on. Users can filter projects by their status from the Strawberry advanced search options.

• Creating a Project Status
• Renaming a Project Status
• Deleting a Project Status

Last modified: Oct 15, 2019

3.3.2.4.5.1. Creating a Project Status

1. Log into the Administration panel and click on the "Projects" tab
2. Expand the "Project Status Options" bar
3. Click on the "Add Status" button and define a name for the new status
4. Confirm the creation of the new status by clicking on the"Add Status" button

Last modified: Oct 15, 2019

3.3.2.4.5.2. Renaming a Project Status

✱ Renaming a status will also change its name for all projects that are already using it.

1. Log into the Administration panel and click on the "Projects" tab
2. Expand the "Project Status Options" bar
3. Select the status that you wish to rename by clicking on the checkbox next to it
4. Click on the "Edit Status" button below the status list and define a new name for the status
5. Confirm the new name by clicking on the "Edit Status" button

Last modified: Oct 15, 2019

3.3.2.4.5.3. Deleting a Project Status

✱ Deleting a project status will also remove it from all projects that are using that status. If you want to avoid this, please consider renaming the status instead.

1. Log into the Administration panel and click on the "Projects" tab
2. Expand the "Project Status Options" bar
3. Select the status that you wish to delete by clicking on the checkbox next to it
4. Click on the "Delete" button below the status list
5. Confirm the deletion by clicking on the "Yes" button

Last modified: Oct 15, 2019

3.3.2.5. Managing Project Templates

Templates help you to standardize folder and project file contents for all newly created projects. Users must choose from a template when they create a new project form the client application.

Last modified: Oct 15, 2019

3.3.2.5.1. Creating a Template for non-Avid applications

1. Login to the Strawberry Admin panel
2. Click on the "Projects" tab and then click on the "Manage Project Templates" bar to expand it
3. Click on the "Create New" button

4. Provide the requested Information:

- Name: The name of the template as seen by the users upon project creation
- Preset:
  - Generic: The newly created template will initially be empty. Choose this if none of the other presets applies to your template
  - Adobe: The newly created template will include an Adobe Cache folder with the "Media Cache" and "Media Cache Files" subfolders
  - Avid: The newly created template will include the "Avid MediaFiles" and "OMFI MediaFiles" folders
  - FCP7: The template will include a "Scratch Disk" folder
- Token: If any of the files or folders inside your template is named after the token, its name will be replaced with the below "pattern"
- Pattern: When a user creates a new project, the default pattern "%Y%m%d-name" translates into e.g. "20180501-Projectname". If you don't want the date to be included in file or folder names, simply use "%name" as the token. If you want to add your own date and number schemes to the preset, please have a look at our list of "Supported Unix Time Modifiers"

5. Once finished, click the "Create" button

Now it is time to populate your template with content

1. Open your creative/editing application and create a new project
2. Inside your creative/editing application, define your desired default settings for the template project

> ✳ If you are creating a template for Adobe Premiere Pro CC or After Effects CC, please install the "Strawberry Adobe Panel Extension". Once installed, open the panel inside your Adobe product and proceed to step 3. This will ensure that the panel automatically launches inside each new Adobe Premiere Pro CC or After Effects CC project.

3. Once finished, save the template project file inside the related Strawberry template location on your shared storage. Name the project file after the token that you have chosen during the template creation in the Admin panel. The default token is "replace_me", so an Adobe Premiere Pro template project file would be named "replace_me.prproj"

By default, templates are located inside "strawberry-root/templates/". Save your template inside "strawberry-root/templates/your-template/media_1/" or within a custom subfolder. Project files should not be nested deeper than 1 subfolder inside the template folder.

Example:
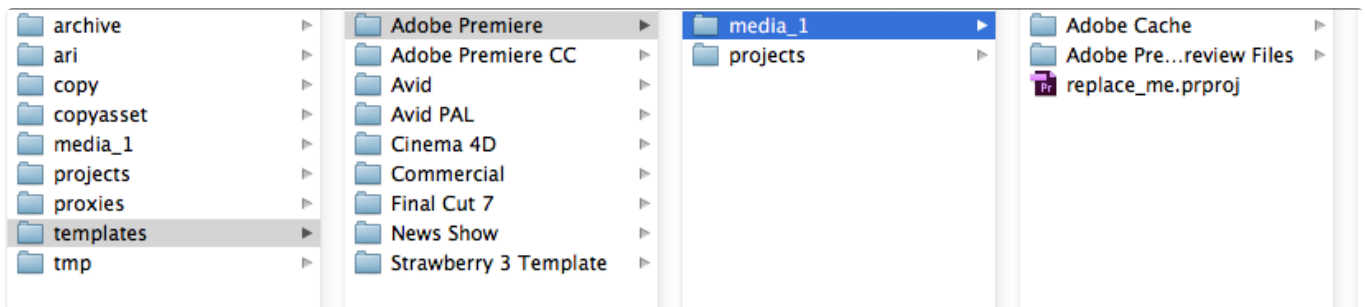
> ✳ If you are creating a Template for Avid Media Composer in a mixed Windows and MacOS environment, please send an email to support@projective.io for further assistance.

Last modified: Oct 15, 2019

3.3.2.5.2. Creating a Template for Avid Media Composer

1. Login to the Strawberry Admin panel
2. Click on the "Projects" tab and then click on the "Manage Project Templates" bar to expand it
3. Click on the "Create New" button

4. Provide the requested Information:

- Name: The name of the template as seen by the users upon project creation
- Preset: Choose the "Avid" preset. The newly created template will include the "Avid MediaFiles" and "OMFI MediaFiles" folders
- Token: If any of the files or folders inside your template is named after the token, its name will be replaced with the below "pattern"*
- Pattern: The pattern for Avid templates cannot be modified. Avid templates always use "%name" which translates into e.g. "Projectname".

5. Once finished, click the "Create" button

Now it is time to populate your Avid Media Composer template with content

6. Open Avid Media Composer

7. Create a new local project using your preferred settings and call the new project "replace_me"

8. Open the newly created Media Composer project and delete the bin that Avid has created.

9. Empty the Avid trash folder

10. In order to ensure that Media Composer will recognize network volumes as media drives open "Tools > Console" and type in "alldrives" into the console. If you see the message "All drives will be viewed as media drives. (Was previously set to having only true media drives act as media drives.)" you are good

to go. If you see the message "Only true media drives will be viewed as media drives. (Was previously set to having all drives act as media drives.)", type "alldrives" again. There are just two possible options.
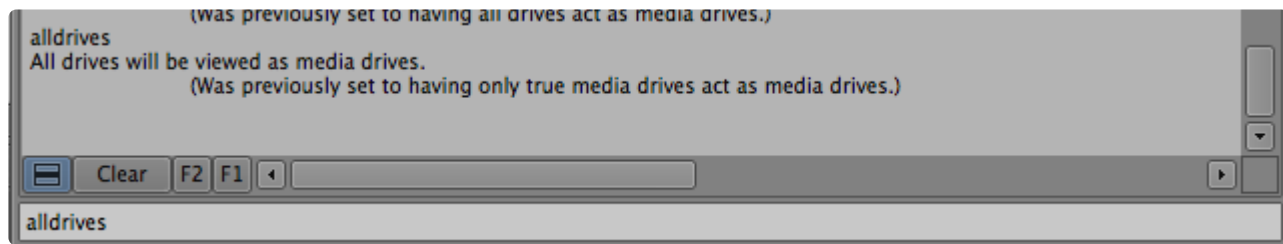
11. Close the project in Avid Media Composer

12. Go to the location where you local Avid projects are saved. The default location is "Documents/Avid Projects".

13. Enter the "replace_me" folder and copy the files "replace_me.avp", "replace_me Settings.xml" and "replace_me Settings.avs" to your clipboard.
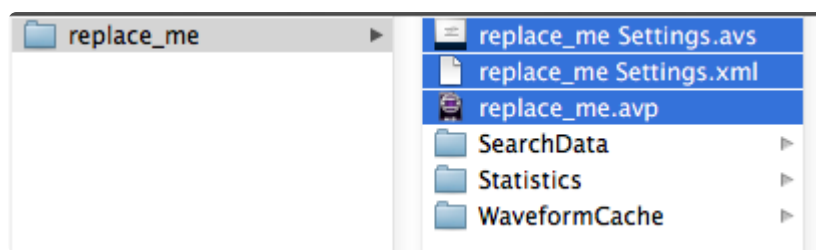
14. Go to the Strawberry template location on your shared storage. By default, templates are located inside "strawberry-root/templates/"

15. Paste the three files from the clipboard inside "strawberry-root/templates/your-template/projects/". Do not put the files in a subfolder!

Last modified: Oct 15, 2019

3.3.2.5.3. Modifying a Template

1. Login to the Strawberry Admin panel

2. Click on the "Projects" tab and then click on the "Manage Project Templates" bar to expand it

3. Check the box next to the template that you wish to modify and click on the "Edit" button

4. Make your changes and click "Edit" to save your changes

Last modified: Oct 15, 2019

3.3.2.5.4. Duplicating a Template

1. Login to the Strawberry Admin panel

2. Click on the "Projects" tab and then click on the "Manage Project Templates" bar to expand it

3. Check the box next to the template that you wish to modify and click on the "Duplicate" button

4. Give the new template a name and click on "Duplicate" to save your changes

3.3.2.5.5. Deleting a Template

1. Login to the Strawberry Admin panel
2. Click on the "Projects" tab and then click on the "Manage Project Templates" bar to expand it
3. Check the box next to the template that you wish to modify and click on the "Delete" button
4. Confirm with by clicking the "OK" button

3.3.3. Managing Galleries (Admin Guide)

Requirements

• The Galleries feature is part of Strawberry's Communications System add-on. The add-on must be activated on your Strawberry system in order to use this feature.

Contents

• Managing Gallery Users
• Managing Gallery Presets

3.3.3.1. Managing Gallery Users

Requirements

• The Galleries feature is part of Strawberry's Communications System add-on. The add-on must be activated on your Strawberry system in order to use this feature.
• To perform the steps in this chapter you must be a Strawberry Administrator. If you aren't an Administrator but a Gallery manager, then please continue in the related manual section.

Adding Members or Managers to a Gallery

The below steps are valid for Strawberry administrator only! If you are a Gallery manager, please visit this section for more info.

1. Login to the Strawberry Admin Panel
2. Click on the "Galleries" tab and then on the "Manage Galleries" bar to expand it
3. Select the Gallery to which you want to add users
4. In the user list on the right-hand side, use the checkboxes to add new users as Members or Managers. Changes apply immediately.
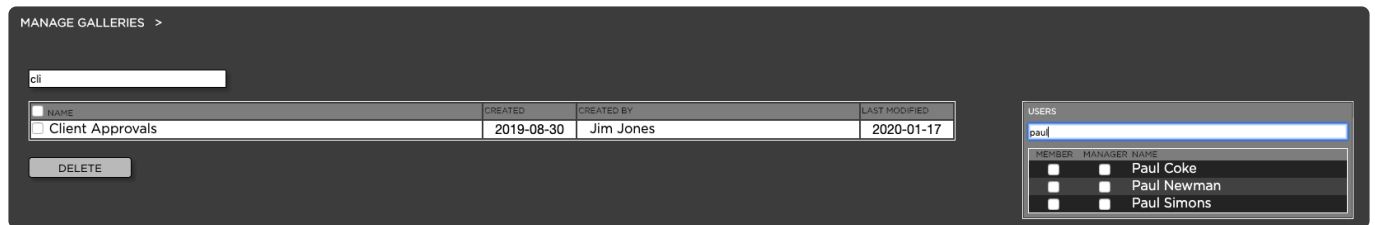
Removing Members or Managers from a Gallery

The below steps are valid for Strawberry administrator only! If you are a Gallery manager, please visit this section for more info.

1. Login to the Strawberry Admin Panel
2. Click on the "Galleries" tab and then on the "Manage Galleries" bar to expand it
3. Select the Gallery from which you want to remove users
4. In the user list on the right-hand side, use the checkboxes to remove users from the Gallery. Changes apply immediately.

Last modified: Jan 20, 2020

3.3.3.2. Managing Gallery Presets
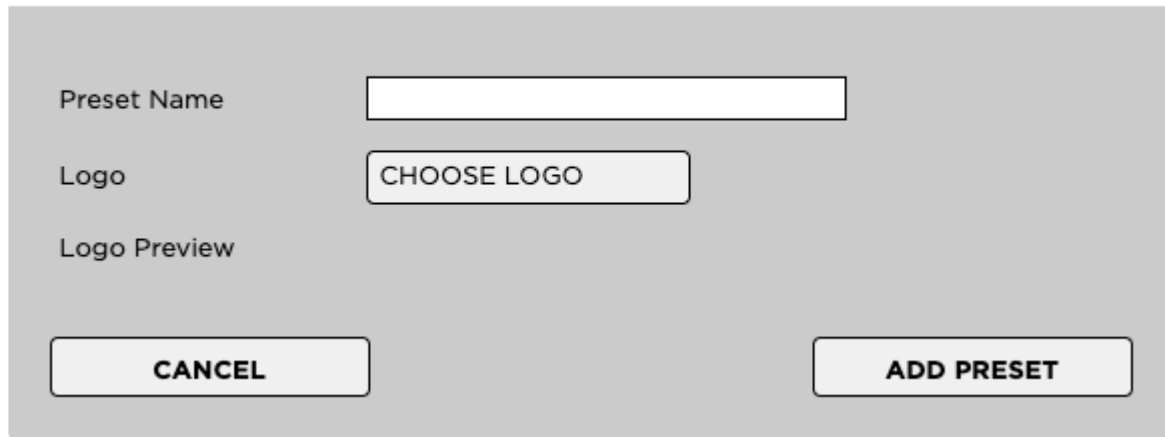
Requirements

• The Galleries feature is part of Strawberry's Communications System add-on. The add-on must be activated on your Strawberry system in order to use this feature.
• To create and modify Gallery presets you must be a Strawberry Administrator. You can **not** modify Gallery presets as a Gallery Manager

Creating a Preset

1. Login to the Strawberry admin panel
2. Click on the "Galleries" tab and then on the "Manage Galleries Style Presets" bar to expand it
3. Click on the add preset button and enter a name and a logo for your new preset

CREATE PRESET

Preset Name

Logo   CHOOSE LOGO

Logo Preview

CANCEL   ADD PRESET

4. Once done, click on the "Add Preset" button

Last modified: Jan 20, 2020

3.3.4. Managing Assets

In this chapter, you will learn how to manage media asset related operations such as asset metadata setup, proxy encoder configuration and more.

- Managing Custom Asset Metadata
- Managing Asset Indexers
- Managing Allow & Deny Lists
- Proxy File Configuration
- Node & Worker Control
- Global Encoding Priorities

Last modified: Dec 03, 2019

3.3.4.1. Managing Custom Asset Metadata

The "Custom Asset Metadata" feature can be used to add metadata to individual media files. Asset Metadata can be provided in the form of drop-down menus, free text fields or asset expiration fields.

- Managing Asset Metadata Sets
- Managing Asset Drop-Down Menus
- Managing Asset Text Input Fields
- Managing Asset Replacement Patterns

Last modified: Dec 04, 2019

3.3.4.1.1. Managing Asset Metadata Sets

Metadata sets enable Admins to connect asset metadata based on user selections. The Admin can, for

instance, create a dropdown menu with a list of "clients" and then connect each of these clients with another metadata set that includes dropdown menus with client-specific products. When a user then selects a "client", the user interface will provide show the products related to this client. Especially if a lot of metadata fields are used, asset metadata sets can greatly reduce complexity by only sowing users what is relevant based on their previous metadata choice.

- The Master Set
- Creating a Metadata Set
- Connecting Metadata Sets
- Modifying a Metadata Set
- Deleting a Metadata Set

Last modified: Dec 04, 2019

3.3.4.1.1.1. The Master Set

The master set is the default metadata set for all Strawberry deployments and it is presented to each user who attempts to modify asset metadata. This set can be populated with drop-down menus, text input fields, and patterns. While content can be added to and removed from the master set, the master set itself cannot be deleted.

Last modified: Dec 03, 2019

3.3.4.1.1.2. Creating a Metadata Set

1. Login to the Strawberry Admin panel using your credentials
2. Click on the "Assets" tab
3. Click on the "Custom Asset Metadata" to expand it
4. Click on the "Add Set" button
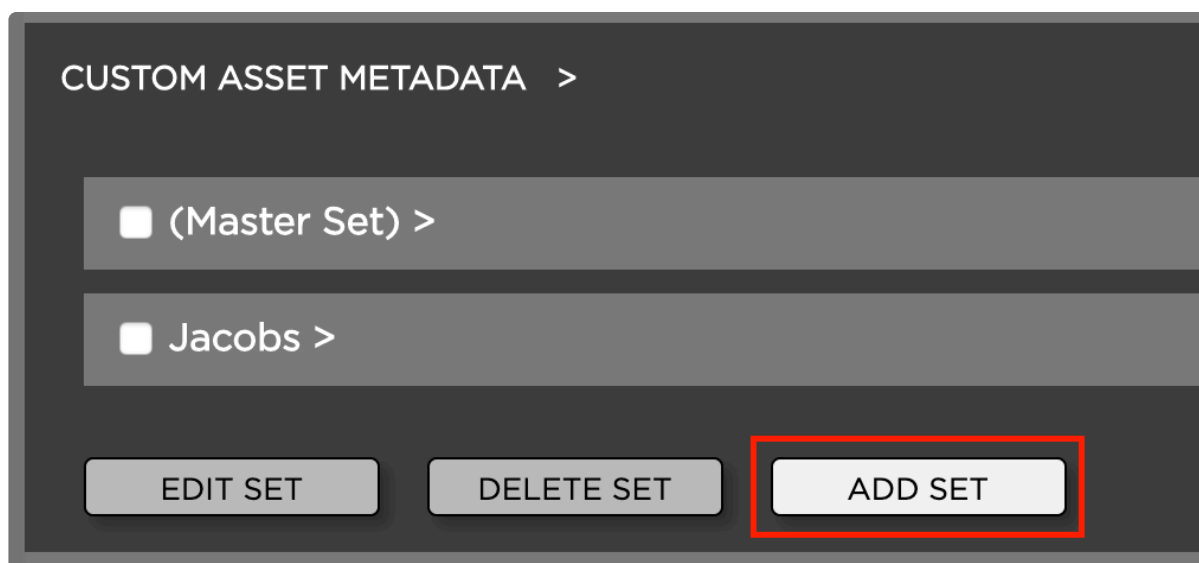
5. Name your new set and click on the "Add Set" button to create it

Once the set has been created you can populate it with..

- Drop-down menus
- Text input fields
- Replacement patterns

Last modified: Dec 04, 2019

3.3.4.1.1.3. Connecting Metadata Sets

✳ You need to create at least two Asset Metadata Sets in order to perform the below steps.

Metadata sets can be connected via drop-down menus, meaning that if a user chooses a specific drop-down selection (entry), a specific metadata set will be loaded.

1. Login to the Strawberry Admin panel using your credentials
2. Click on the "Assets" tab
3. Click on the "Custom Asset Metadata" to expand it
4. Click on the metadata set that contains the drop-down menu which you want to modify. This will expand the set.
5. Click on the checkbox next to the drop-down menu and then on the "Edit Item" button
6. Next to each drop-down entry is a drop-down menu called "Target". Select the drop-down entry for which you want to load a specific target and choose that target from the list of targets.

EDIT ITEM

Name	Approval Status
Type	Dropdown Menu
Mandatory	☐
Item Approved	Target None −
Item Declined	Target None −
Item Pending	Target None −
Item	Target None +

CANCEL		CONFIRM

3.3.4.1.1.4. Modifying a Metadata Set

Renaming a Metadata Set

1. Login to the Strawberry Admin panel using your credentials
2. Click on the "Assets" tab
3. Click on the "Custom Asset Metadata" to expand it
4. Check the box next to the metadata set that you want to rename
5. Click on the "Edit Set" button

6. Enter the new set name and click on "Edit Set" to confirm

Changing the Content of a Metadata set

- [Modifying the sets drop-down menus](#)
- [Modifying the sets text input fields](#)
- [Modifying the sets replacement patterns](#)

3.3.4.1.1.5. Deleting a Metadata Set

> ❗ Deleting a "Metadata Set" will also delete all of its metadata values from all projects which are currently using them. Before you continue, please consider,

1. Login to the Strawberry Admin panel using your credentials
2. Click on the "Assets" tab
3. Click on the "Custom Asset Metadata" bar to expand it

4. Check the box next to the metadata set that you want to delete
5. Click on the "Delete Set" button and confirm

Last modified: Dec 03, 2019

3.3.4.1.2. Managing Asset Drop-Down Menus

- [Creating an Asset Drop-Down Menu](#)
- [Modifying an Asset Drop-Down Menu](#)
- [Deleting an Asset Drop-Down Menu](#)
- [Deleting an Individual Asset Drop-Down Value](#)

Last modified: Oct 15, 2019

3.3.4.1.2.1. Creating an Asset Drop-Down Menu

1. Log into the Administration panel and click on the "Assets" tab
2. Expand the "Custom Asset Metadata" bar
3. Click on the Metadata Set that you want to populate with a drop-down menu
4. Once the set is expanded, click on the "Add Item" button located below the set

Provide the information as requested:

- Name: The name of the drop-down menu as the user will see it (for example "Client" or "Show")
- Type: drop-down menu
- Maximum Characters: Not relevant for drop-down
- Restrict input to: Not relevant for drop-down
- Pattern: Not relevant for drop-down
- Mandatory: Defines if selecting an item from this drop-down is optional or mandatory

Now you can type the drop-down menu values into the "Value" field. To add additional drop-down values click on the "+" button on the right of the value field.
Press "Confirm" when finished.

ADD ITEM

Name	Location
Type	dropdown menu
Maximum Characters	**?** 0
Restrict input to	No restriction
Pattern	
Mandatory	☐
Item	Berlin +
Item	London +
Item	Dubai +

CANCEL   CONFIRM

Last modified: Oct 15, 2019

3.3.4.1.2.2. Modifying an Asset Drop-Down Menu

Renaming an Asset Drop-Down Menu

Renaming a drop-down menu allows you to change its name without deleting its entries from all projects that are using them.

1. Login to the Strawberry Admin panel using your credentials
2. Click on the "Assets" tab
3. Click on the "Custom Asset Metadata" to expand it
4. Click on the checkbox next to the drop-down menu and then on the "Edit Item" button
6. Change the drop-down menu's name in the "Name" field and click "Confirm"

EDIT ITEM

Name	Location
Type	dropdown menu ⬍
Maximum Characters	**?** 0
Restrict input to	No restriction ⬍
Pattern	
Mandatory	☐
Item	Berlin -
Item	London -
Item	New York -
Item	Tokyo -

CANCEL   **CONFIRM**

Renaming individual Asset Drop-Down Entries

You can rename individual entries of a drop-down menu. Renaming an entry will change its name on every project that is using it. The old entry will no longer exist but will be overwritten with the new one.

1. Login to the Strawberry Admin panel using your credentials
2. Click on the "Assets" tab
3. Click on the "Custom Asset Metadata" to expand it
4. Click on the checkbox next to the drop-down menu and then on the "Edit Item" button
5. Change the drop-down value and press "Confirm"

EDIT ITEM

Name	Location
Type	dropdown menu ⬍
Maximum Characters	**?** 0
Restrict input to	No restriction ⬍
Pattern	
Mandatory	☐
Item	Berlin -
Item	London -
Item	New York -
Item	Tokyo -

CANCEL   CONFIRM

Converting an Asset Drop-Down Menu into a Text Field

In case you no longer require a specific drop-down menu, you can convert it into a text field. This will preserve the (former) entries of the drop-down on assets which are already using them and will also allow users to enter new free text entries.

1. Login to the Strawberry Admin panel using your credentials
2. Click on the "Assets" tab
3. Click on the "Custom Asset Metadata" to expand it
4. Click on the checkbox next to the drop-down menu and then on the "Edit Item" button
5. Change the type to "Text Input". You can also change the name if required.
6. Press "Confirm"

EDIT ITEM

3.3.4.1.2.3. Deleting an Asset Drop-Down Menu

> **!** Deleting a drop-down menu will also delete all of its metadata values from all assets which are currently using them. Please consider <u>these alternative options</u> before deleting it.

Deletion Process

1. Login to the Strawberry Admin panel using your credentials
2. Click on the "Assets" tab
3. Click on the "Custom Asset Metadata" to expand it
5. Click on the checkbox next to the drop-down menu and then on the "Delete Item" button

3.3.4.1.2.4. Deleting an Individual Asset

Drop-Down Value

> ! Deleting a drop-down value (entry) will also delete it from all assets which are currently using it. Please consider these alternative options before deleting it.

Deletion Process

1. Login to the Strawberry Admin panel using your credentials
2. Click on the "Assets" tab
3. Click on the "Custom Asset Metadata" to expand it
4. Click minus (-) button next to the value that you want to remove. This will delete the value permanently!

EDIT ITEM

Name	Location
Type	dropdown menu
Maximum Characters	? 0
Restrict input to	No restriction
Pattern	
Mandatory	☐
Item	Berlin -
Item	London -
Item	New York -
Item	Tokyo -

CANCEL   CONFIRM

Last modified: Oct 15, 2019

3.3.4.1.3. Managing Asset Text Input Fields

- Creating an Asset Text Input Field
- Modifying an Asset Text Input Field
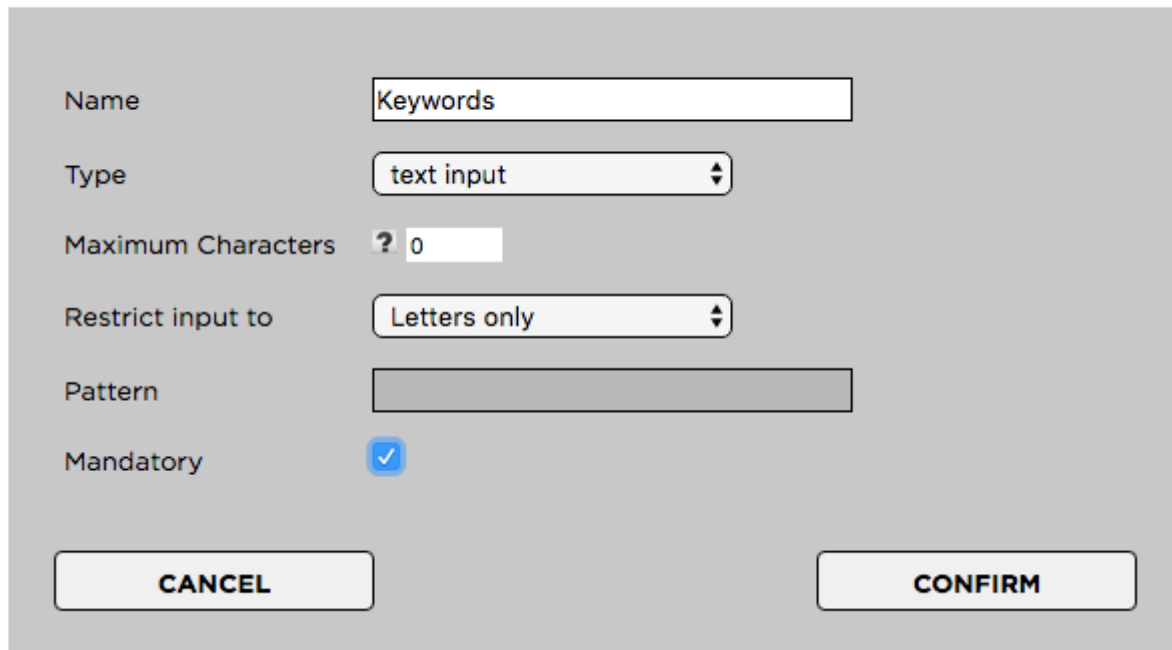
- [Deleting an Asset Text Input Field](#)

3.3.4.1.3.1. Creating an Asset Text Input Field

1. Log into the Administration panel and click on the "Assets" tab
2. Expand the "Custom Asset Metadata" bar
3. Click on the Metadata Set that you want to populate with a drop-down menu
4. Once the set is expanded, click on the "Add Item" button located below the set

- Name: The name of the text input field as the users will see it (for example: "Keywords")
- Type: Text Input
- Maximum Characters: The number of characters users can type into that field. 0 equals infinite.
- Restrict input to: Restrict input to "numbers only", "letters only" or "numbers & letters". "No restriction" will allow any UTF-8 character.
- Pattern: Not relevant for text input
- Mandatory: Defines if this value is mandatory (checked) or optional (unchecked)

Press "Confirm" when finished

3.3.4.1.3.2. Modifying an Asset Text Input Field

Renaming an Assets Text Input Field

Renaming a text input field allows you to change its name without deleting its entries from all projects that are using them.

1. Login to the Strawberry Admin panel using your credentials
2. Click on the "Assets" tab
3. Click on the "Custom Asset Metadata" to expand it
4. Click on the checkbox next to the text field and then on the "Edit Item" button
6. Change the Text Field's name in the "Name" field and click "Confirm"

EDIT ITEM

Name	Notes
Type	text input
Maximum Characters	? 0
Restrict input to	No restriction
Pattern	
Mandatory	☐

CANCEL   CONFIRM

Converting a Text Field into a Drop-Down Menu

In case you no longer require a specific drop-down menu, you can convert it into a text field. This will preserve the (former) entries of the drop-down on assets which are already using them and will also allow users to enter new free text entries.

1. Login to the Strawberry Admin panel using your credentials
2. Click on the "Assets" tab
3. Click on the "Custom Asset Metadata" to expand it
4. Click on the checkbox next to the text field and then on the "Edit Item" button
5. Change the Text Field's "Type" to "Dropdown". You can also change the name if you like to do so.
6. Click "Confirm"

EDIT ITEM

Name	Notes
Type	✓ text input / dropdown menu / replacement pattern
Maximum Characters	
Restrict input to	No restriction
Pattern	
Mandatory	☐

CANCEL   CONFIRM

Last modified: Oct 15, 2019

3.3.4.1.3.3. Deleting an Asset Text Input Field

! Deleting a text input field will also delete all of its metadata values from all assets which are currently using them. Please consider these alternative options before deleting it.

Deletion Process

1. Login to the Strawberry Admin panel using your credentials
2. Click on the "Assets" tab
3. Click on the "Custom Asset Metadata" to expand it
4. Click on the checkbox next to the text field and then on the "Delete Item" button

Last modified: Oct 15, 2019

3.3.4.1.4. Managing Asset Replacement Patterns

• Creating a Replacement Pattern
• Modifying an Asset Replacement Pattern
• Deleting an Asset Replacement Pattern

Last modified: Oct 15, 2019

3.3.4.1.4.1. Creating a Replacement Pattern

Replacement Patterns enable you to automatically create date values based on Unix date modifiers. Click here to see the List of supported modifiers.

1. Log into the Administration panel and click on the "Assets" tab
2. Expand the "Custom Asset Metadata" bar
3. Click on the "Add Item" button

- Name: The name of the pattern field as the user will see it (for example "Date")
- Type: Replacement Pattern
- Maximum Characters: Not relevant for text replacement pattern
- Restrict input to: Not relevant for text replacement pattern
- Pattern: A pattern consisting of Unix modifiers. A pattern such as e.g. "Y / m% / %d" equals "year / month / date"
- Mandatory: Not relevant for text replacement pattern

Press "Confirm" when done.

Last modified: Oct 15, 2019

3.3.4.1.4.2. Modifying an Asset Replacement Pattern

Coming Soon

Last modified: Oct 15, 2019

3.3.4.1.4.3. Deleting an Asset Replacement Pattern

Coming Soon

Last modified: Oct 15, 2019

3.3.4.1.5. Managing Asset Expiration Fields

✳ The Asset expiration feature can be used to set custom expiration dates for individual media assets. By default, expired assets will be still visible and usable from within Strawberry but show a clear warning label when being selected. There can only be one asset expiration field in total and it must be located within the Master Set of your custom asset metadata. In order to be able to set asset expiration dates, users must have the capability "Can set and modify asset expiration dates" enabled in their user role.

- Creating an Asset Expiration Field

Last modified: Dec 05, 2019

3.3.4.1.5.1. Creating an Asset Expiration Field

> ✱ The Asset expiration feature can be used to set custom expiration dates for individual media assets. By default, expired assets will be still visible and usable from within Strawberry but show a clear warning label when being selected. There can only be one asset expiration field in total and it must be located within the Master Set of your custom asset metadata. In order to be able to set asset expiration dates, users must have the capability "Can set and modify asset expiration dates" enabled in their user role.

Before expiration dates can be set on media assets, an asset expiration field has to be created from within the Strawberry Admin panel.

1. Login to the Strawberry Admin panel
2. Click on "Assets"
3. Click on the "Custom Asset Metadata" bar to expand it
4. Click on the "Master Set" to expand it
5. Click on "Add Item"
6. Fill out the modal:

Example Modal

ADD ITEM

Name	Expiration
Type	Expiration ⬍
Expired Overlay	Expired! Do not use!
Warning Period	12 day(s) ❓
Metadata Property	Select a property ▼

CANCEL   CONFIRM

Name

This is the name label of the expiration field as users will see it in the user interface. The overlay will be shown permanently on the video. Example:

Type

The type must be set to "Expiration"

Expired Overlay

The overlay text that users will see once an asset has expired. Example:
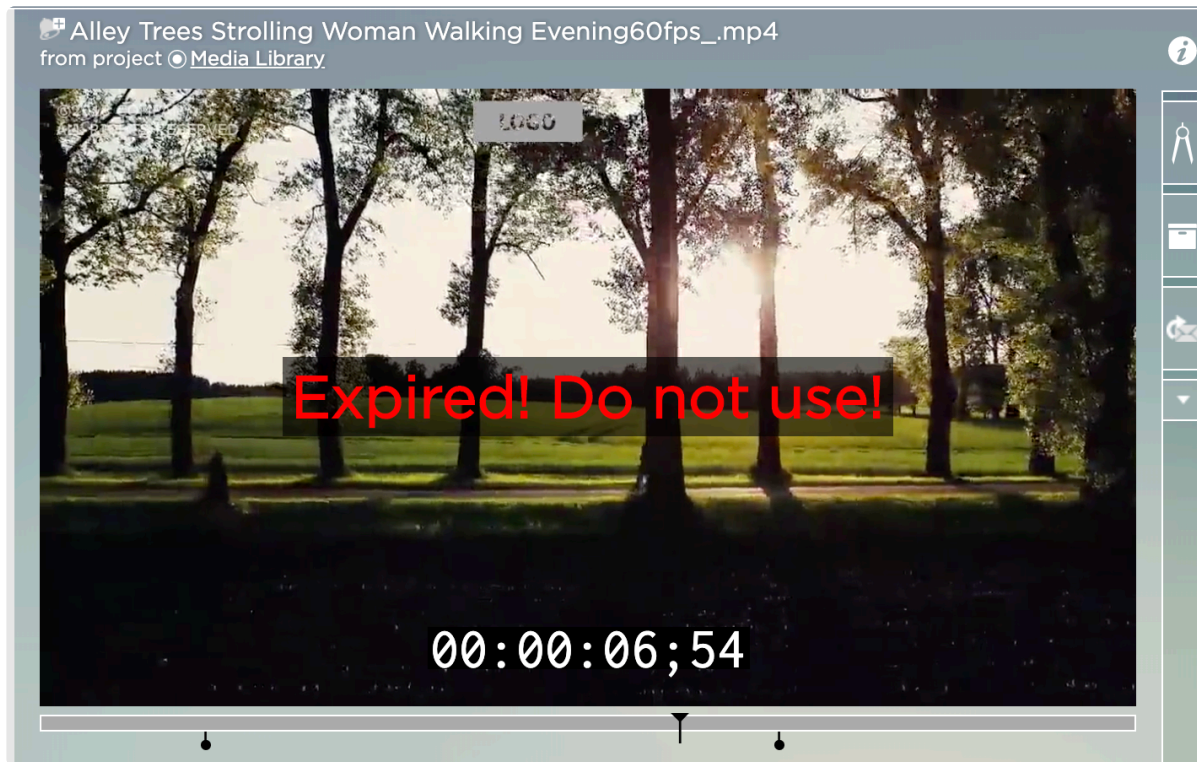
Warning Period

The period over which users should be visually warned when an asset is about to expire. The overlay will only be shown when the video is pausing. Example:

Metadata Property

This function is currently in a beta testing phase and should be ignored for now.

Last modified: Dec 05, 2019

3.3.4.1.5.2. Modifying an Asset Expiration Field

You may modify the contents and behavior of the asset expiration field from the Strawberry Admin panel.

1. Login to the Strawberry Admin panel
2. Click on "Assets"
3. Click on the "Custom Asset Metadata" bar to expand it
4. Click on the "Master Set" to expand it
5. Check the box next to the "Asset Expiration" field. It may have a different name on our system.
6. Click on the "Edit Item" button
7. Make your changes and click "Confirm" once you are done

Last modified: Dec 04, 2019

3.3.4.1.5.3. Deleting an Asset Expiration Field

> **!** Please, note that by deleting an Asset Expiration field you will also be deleting all existing expiration dates for all assets that have one set.

1. Login to the Strawberry Admin panel
2. Click on "Assets"
3. Click on the "Custom Asset Metadata" bar to expand it
4. Click on the "Master Set" to expand it
5. Check the box next to the "Asset Expiration" field. It may have a different name on our system.
6. Click on the "Delete Item" button
7. Confirm the deletion warning by clicking "Yes"

Last modified: Dec 04, 2019

3.3.4.2. Managing Asset Indexers

1. Login to the Strawberry Admin panel
2. Click on "Assets"
3. Click on the "Manage Asset Indexers" bar to expand it

- Enable Deep Indexing for Media Files
  (If enabled, Strawberry will extract technical metadata from media files. If it is disabled, Strawberry will

only index file names and file sizes. This feature needs to be enabled in order for the proxy encoding to work.)

- Index Adobe Premiere Project Files
  (If enabled, Strawberry will extract master clip names a descriptions/comments from Adobe Premiere master clips to make this information visible & searchable in the front-end.)

- Extract Exif metadata from images
  (If enabled, Strawberry will extract EXIF metadata from image files

- Extract XMP metadata from files
  (if enabled, Strawberry will extract XMP metadata from media and XMP sidecar files. If you are using Adobe Premiere Pro CC you need to configure it to store XMP metadata directly within media files. This way Strawberry can extract the metadata from these files.)

- Extract XML metadata
  (if enabled, Strawberry will extract XML metadata from XML sidecar files. Please note that the extractor only works with qualified XML schemes)

- Enable Search for technical metadata
  (If enabled, Strawberry will extract technical metadata from video files as well as ID3 tags (album, Artist, etc.) from audio files.

Technical Metadata Allow List

Strawberry maintains a search index that allows users to carry out searches in an extremely fast fashion. In order to keep search results meaningful, the search index must be limited and therefore can not include all possible search parameters. An administrator can define the search parameters by white-listing them.

Enter any label that you wish to add to the Strawberry search index. To insert a label, just click next to an existing label and start typing. An auto-completion list will show available results for your search term. Select the technical metadata label that you wish to add to the search index. Use the "x" button next to a label's name to remove a label from the search index. The changes will not apply immediately but on the next build of the search index (once a night). If you want to apply the settings immediately, SSH login to the Strawberry server as root and type the command "sb reindex".

Last modified: Oct 15, 2019

3.3.4.3. Managing Allow & Deny Lists

MANAGE ALLOW & DENY LIST >

Denied Filename Extensions (Factory)
.xml .ppn .bim .bin .smi .cpi .bdm .mpl .bnp .int .inp .thm .mdb .pmr .tmp .ini
.db .mcdb .mpgindex .ims .pek .prmdc .cfa .avs .tid .tdt .dat .tbl .vpl .ind .bup
.mif .cif .cpf .cpgz .pkf .setting .dict .emlx .plist .webloc .monet .webhistory
.webbookmark .js .group .abcdp .aecache .awf .wfm .mxfindex .mxfassoc .autosave
.dbsync .log

Denied Filename Extensions (Custom)
.psb x

Allowed Filename Extensions
.xml x

Denied Folder Names (Factory)
Adobe Premiere Pro Preview Files Adobe Premiere Pro Video Previews
Adobe Premiere Pro Auto-Save Adobe After Effects Auto-Save Adobe Cache PROXY ICON
TAKR Trunk USERDATA Scratch Disk MobileSync SearchData Statistics Unity Attic

Denied Folder Names (Custom)

Allowed Folder Names
Trunk x

SAVE

1. Login to the Strawberry Admin panel
2. Click on "Assets"
3. Click on the "Manage Allow & Deny List" bar to expand it

• Denied Filename Extensions (Factory): This is a factory deny list provided by Projective. The deny list has been populated based on best practice workflows. If you need any of the "Denied Filename Extensions" indexed, just enter the extension name into the "Allowed Filename Extensions (Custom)" list.

• File Filename Extensions (Custom): Enter any file extension that you don't wish to see in the Strawberry user interface. Strawberry will then ignore files that are having this extension, meaning that no proxies are generated. However, you can still use the files on the Finder/Explorer level in your projects. In order to put an item on the "Denied Filename Extensions" list, just enter the extension (e.g. ".epr") into the text field and press enter. Press the save button to confirm.

• Allowed Filename Extensions: If you need to allow any file extension that is on the "Denied Filenames Extension (Factory)" list, just enter its extension into the "Allowed Filename Extensions" list. Just enter ".extension" and press enter. Press the save button to confirm.

• Denied Folder Names (Factory): This is a factory deny list provided by Projective. The deny list has been populated based on best practice workflows. If you need any of the "Denied Folder Names (Factory) indexed, just enter the folder name into the "Allowed Folder Names" list and press enter. Press the save button to confirm.

• Denied Folder Names (Custom): Enter any folder name that you don't wish to see in the Strawberry

user interface. Strawberry will then ignore the folder and its content, meaning that no proxies are generated for the content of the folder. You can still use items from the "Denied Folder Names (Custom)" list on the Finder/Explorer level in your projects. In order to put a folder on the "Denied folder Names (Custom) list, just enter the folder name into the text field and press enter. Press the save button to confirm.

• Allowed Folder Names: If you need to allow any folder name that is on in the "Denied Folder Names (Factory)", just enter its extension into the "Allowed Folder Names" list. Just enter the folder name into the text field and press enter. Press the save button to confirm.

Last modified: Oct 15, 2019

3.3.4.4. Proxy File Configuration

1. Login to the Strawberry Admin panel
2. Click on "Assets"
3. Click on the "Proxy File Configuration" bar to expand it

In here you can set the proxy file properties as following:

Resolution

Choose a resolution for your proxy files. The bitrate of the streaming proxies will be set automatically based on the resolution you have selected.

Image Sequence Recognition

When Strawberry detects an image sequence (Basename & Count) with more than 20 individual images in it, it will create a single preview MP4 file out of it. An image sequence must have a delimiter between its basename and its count. Valid delimiters are "-" (dash), "." (dot) and "_" (underscore). "sequence-name_001" is an example of a valid naming convention.

Image Label Burn-In

Enable this option if you want Strawberry to burn layer names into proxies based on Photoshop files.

Timecode Burn-In for downloadable proxies

If you wish to have a video time code burned into your downloadable versions of proxy files you should enable this feature. Proxy files streamed within Strawberry have a dynamic Timecode overlay that can be toggled bottom, top or off.

Timecode label position for downloadable proxies

Defines whether the proxy time codes are burned into the bottom or top of downloadable proxy files

Visual Watermark

Check this box if you want Strawberry to burn a visual watermark into your proxy files. Please be aware that applying visual watermarks to proxy files will reduce the speed in which proxy files will be encoded. Please only use this feature if absolutely necessary.

Watermark Position

Decide on which position of the screen your watermark image should be visible

Watermark Image

Upload a Watermark image as a .png file. The image should not be larger than your current proxy resolution and should have a transparent background. You can download example watermarks here: dl.projective.io/manuals/supporting_files/Example_Proxy_Watermarks.zip

Watermark Preview

Previews your uploaded watermark in respect of the current proxy resolution as well as the current Timecode burn-in position.

Last modified: Jan 14, 2020

3.3.4.5. Node & Worker Control

1. Login to the Strawberry Admin panel
2. Click on "Assets"
3. Click on the "Node & Worker Control" bar to expand it

- NODE ID: The internal ID of each encoding node
- NODE ADDRESS: The hostname or IP address and port under which each node can be reached
- STATUS: Green means "running", yellow means "paused" and red means "not running"
- NUMBER OF WORKERS: Number of encoding workers (threads) that work at the same time. The Strawberry Server license comes with 3 Workers, additional workers must be licensed separately.
- Actions: Stop, start, restart or edit a scheduler for individual nodes

Last modified: Oct 15, 2019

3.3.4.6. Global Encoding Priorities

You can define the encoding priority for online projects, ingest libraries and external libraries. The ration between "Low", "Medium" and "High" is 1:4:16.

Last modified: Oct 15, 2019

3.3.5. Managing Archive Strategies
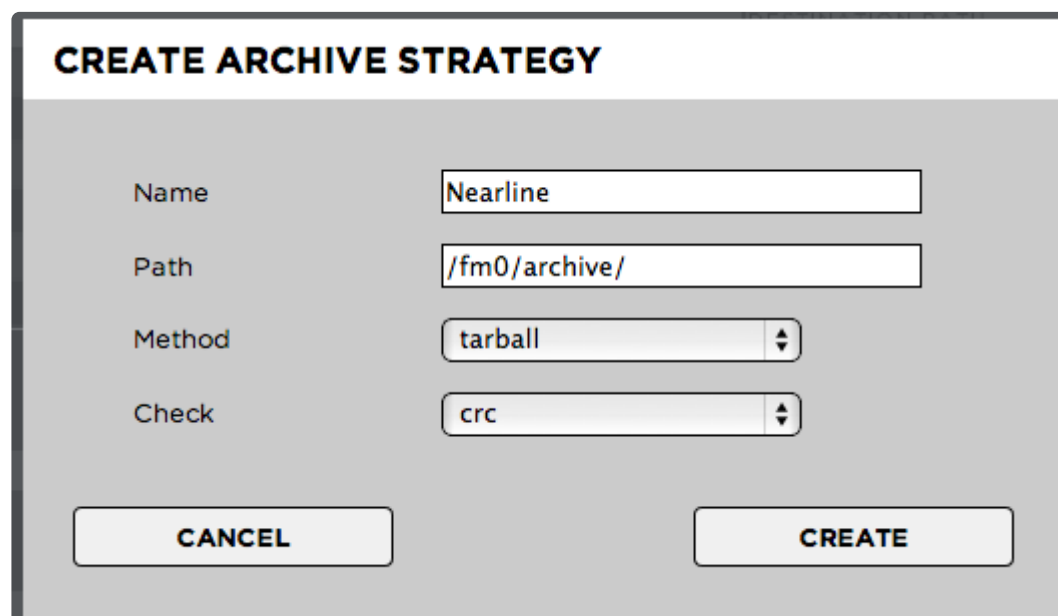
In this chapter, you will learn how to create & modify archive strategies.

- Creating an Archive Strategy
- Modifying an Archive Strategy
- Disabling an Archive Strategy

Last modified: Oct 15, 2019

3.3.5.1. Creating an Archive Strategy

Archive strategies allow you to define discrete archive locations and methodologies for different types of projects. When a user presses the "Archive Project" button in the user front-end Strawberry will offer the archive strategies defined here.

CREATE ARCHIVE STRATEGY

Name	Nearline
Path	/fm0/archive/
Method	tarball
Check	crc

CANCEL   CREATE

1. Log into the Administration panel and click on the "Archive" tab
2. Expand the "Archive Strategies" bar
.3 Click on the "Add" button located below the archive strategy list and

Provide the following information:

- Name: The name of the archive strategy. The users see the name of the strategy when he or she

attempts to archive a project

- Type: The archive type. Please select "SB native" if you are not using Archiware P5 or Masstore
- Path: The path (a.k.a archive destination) for projects archived using this strategy
- Method
  - Plain: Strawberry archives the project and media files without compressing them. It archives the projects folder structure as it is.
  - Tarball: Puts the project & media files of a project into a tarball before archiving it.
- Check
  - Fingerprint: Sequential integrity check on a file that only detects serious file damages but no minor defects.
  - CRC: CRCs are specifically designed to protect against common types of errors on data transmissions, where they can provide quick and reasonable assurance of the integrity of data delivered. However, they are not suitable for protecting against intentional alteration of data.
  - None: No data integrity check at all
- Enable/Disable Strategy: Define if an archive strategy is available for users (enabled) or not (disabled)

Last modified: Oct 15, 2019

3.3.5.2. Modifying an Archive Strategy

1. Log into the Administration panel and click on the "Archive" tab
2. Expand the "Archive Strategies" bar
3. Check the box next to the Archive Strategy that you wish to modify
4. Make your changes and click "Confirm" to save them

Last modified: Oct 15, 2019

3.3.5.3. Disabling an Archive Strategy

✳ Archive Strategies cannot be deleted as projects archived under a deleted Archive Strategy would not be retrievable via Strawberry. Instead, you can disable Archive Strategies via the Strawberry Admin panel. Once an Archive Strategy has been disabled it will no longer be presented to the users, meaning that they can no longer archive to that strategy. However, users can still retrieve projects and assets from a disabled Archive Strategy.

1. Log into the Administration panel and click on the "Archive" tab
2. Expand the "Archive Strategies" bar
3. Navigate to the column "Strategy Enabled" and uncheck the box for the archive Strategy that you would like to disable

Last modified: Oct 15, 2019

3.3.6. Managing Copy-to Strategies

Strawberry enables users to copy projects, folders and assets to pre-defined locations. These locations can be external Storages (for backup purposes), render farms, application watch folders and more. This

feature works very similar to the "Archive" function. The primary difference is, that copied items will not be removed from the online storage (source volume) but remain there for further use.

- [Project Copy-to Strategies](#)
- [Asset Copy-to Strategies](#)

3.3.6.1. Project Copy-to Strategies

1. Log into the Administration panel and click on the "Archive" tab
2. Expand the "Project Copy-to Strategies" bar
3. Click the "Add" and provide the following information:

- Name: The name of the copy-to strategy. Users will see the name of the strategy when copying projects via the Strawberry UI.
- Path: The path (a.k.a copy-to destination) for this strategy
- Method
  - plain: Strawberry archives the project and media files without compressing them. It backups the projects folder structure as it is.
  - tarball: Puts the project & media files of a project into a tarball before copying it.
- Existing Destination
  - suffix: Adds a suffix to the project name folder if a folder with the same name already exists inside the target destination
  - overwrite: If a project with the same name already exists inside the target destination, it gets overwritten by the new one
  - abort: If a project with the same name already exists inside the target destination, the copy process gets canceled

Enable/Disable Strategy

Define if an archive strategy is available for front-end users (enabled) or not (disabled). simply check or uncheck the "Enable Strategy" checkbox next to each strategies name.

3.3.6.2. Asset Copy-to Strategies

1. Log into the Administration panel and click on the "Archive" tab
2. Expand the "Folder & Asset Copy-to Strategies" bar
3. Click the "Add" and provide the following information:

- Name: The name of the copy-to strategy. Users will see the name of the strategy when copying folders and/or assets via the Strawberry UI.
- Path: The path (a.k.a copy-to destination) for folders and assets copied using this strategy
- Method
  - plain: Strawberry copies the folders and/or media files without compressing them first.
  - tarball: Puts the folders and/or media files into a tarball before copying them.

- Existing Destination
  - suffix: Adds a suffix to the folder or asset name if a folder or asset with the same name already exists inside the target destination
  - overwrite: If a folder or an asset with the same name already exists inside the target destination, it gets overwritten by the new one
  - abort: If a folder or an asset with the same name already exists inside the target destination, the copy process gets canceled

Enable/Disable Strategy

Define if an archive strategy is available for front-end users (enabled) or not (disabled). simply check or uncheck the "Enable Strategy" checkbox next to each strategies name.

Last modified: Oct 15, 2019

3.3.7. Miscellaneous Settings

- [Appearance Settings](#)
- [Communications System](#)
- [Preditor Settings](#)
- [Premiere Pro CC Specific Features](#)
- [Search Settings](#)
- [Security Settings](#)
- [Empty Trash](#)
- [Database Backup](#)
- [Osiris Option](#)
- [Versions & License](#)

Last modified: Apr 23, 2020

3.3.7.1. Appearance Settings

Default Background Image

This section explains how to upload a "default background image" for all users or reset the background image back to the factory image. Users will still be able to customize the background image in their personal user settings.

> ✳ Please make sure that image that you upload is large enough to look good on large screen. A resolution of 1920×1080 or more is recommended.

1. Login to the Strawberry Admin panel
2. Click on the "Misc" tab
3. Click on the "Appearance" bar to expand it
4. Click on the "Upload Background" button to upload a background image or click on "Reset Background Image" to reset the image to the factory default.

If you would like to overwrite or reset your current default background image, just repeat the above steps.

Custom Logo

This section explains how to replace the default Strawberry logo with a custom logo.

> ✳ Please make sure that the logo that you are about to upload is a .png file with a transparent background.

1. Login to the Strawberry Admin panel
2. Click on the "Misc" tab
3. Click on the "Appearance" bar to expand it
4. Scroll to the "Default Logo" section and click on the "Upload Logo" button
5. Navigate to the new logo and double-click on it in order to start the upload

You can reset back to the default Strawberry logo by clicking on the "Reset Logo" button below the current logo. If you would like to overwrite or reset your current default logo, just repeat the above steps.

Last modified: Oct 15, 2019

3.3.7.2. Communications System (Admin Guide)

Contents

3.3.7.2.1. Basic and Enhanced Version Compared

You can find a feature comparison of the basic Strawberry feature set vs. the Communications System feature set here: https://projective.io/strawberry/modules/the-communications-system/

3.3.7.2.2. Communications System Settings

Enable/Disable Notifications (for all users)

When disabling notifications, users will no longer receive any notifications messages in the Strawberry application or via email. As some Strawberry functions rely on notification messages (e.g. Annotation.pdf download), it is recommended to keep notifications activated at all times.

1. Login to the Strawberry Admin panel
2. Click on the "Misc" tab
3. Click on the "Communications System Settings" bar to expand it
4. Uncheck the box next to "Enable Notifications" and then press "Save"

Delete Notifications older than "x" days (for all users)

Here you can define how long notifications should be saved in the Strawberry database. The default is 365 days, meaning that notifications older than one year will be deleted automatically. If you enter "0" into the "days" field, notifications will remain in your database forever.

1. Login to the Strawberry Admin panel
2. Click on the "Misc" tab
3. Click on the "Communications System Settings" bar to expand it
4. Change the "Delete notifications older than" value to the value you need
5. Press "Save"

3.3.7.2.3. Global Notification Defaults

In this section of the Admin panel, you can change the default notification settings for new users only or all users.

1. Login to the Strawberry Admin panel
2. Click on the "Misc" tab
3. Click on the "Global Notification Defaults" bar to expand it

4. Click on the tab ("Project Notifications", "Asset Notifications" or "Other Notifications") inside which you want to change the default settings.

5. Make your changes and click "Save"

6. You will be prompted with the question if the changes should apply to "New User Only" or to "All Users"

- New Users Only: Includes existing users who haven't changed the user setting that you are about to change as well as users created form this point on
- All Users: Overrides the setting for all existing users and makes it the default for new users as well

Last modified: Oct 15, 2019

3.3.7.2.4. Slack Integration

This chapter will teach you how to set up a Slack bot user for the Strawberry communications systems and how to configure the Slack bot from the Strawberry Admin panel.

✳ The Slack Integration is only available with the [enhanced version of the Communications System](#).

- [Preparation](#)
- [Creating a Slack Bot User](#)
- [Enabling Slack in the Strawberry Admin Panel](#)

Last modified: Oct 15, 2019

3.3.7.2.4.1. Preparation

For the Strawberry Slack integration to work, your Strawberry server needs to be connected to the Internet and must be able to reach the domain "https://slack.com/" in order to communicate with the Slack API.

Last modified: Oct 15, 2019

3.3.7.2.4.2. Creating a Slack Bot User

Strawberry can send notifications to your organization's Slack users via a Slack Bot. This chapter explains how to set up a Slack bot bot.

1. Login to your organization's Slack accounts as an Admin
2. Go to the [slack API page](#)

3. Click on the "Create an App" button
4. Name your app and assign it to a Slack workspace

Create a Slack App   ✕

App Name

Strawberry

Don't worry; you'll be able to change this later.

Development Slack Workspace

Projective   ▾

Your app belongs to this workspace—leaving this workspace will remove your
ability to manage this app. Unfortunately, this can't be changed later.

By creating a Web API Application, you agree to the Slack API Terms of
Service.

Cancel   **Create App**

5. Click on the "Create App" button to proceed to the "Basic Information" page for your app
6. On the basic information, page scroll down to "Display Information" and customize your app as
needed. **You must set a Background color for your app as this is required by Slack!**

Click here to download a Strawberry logo for you Bot.
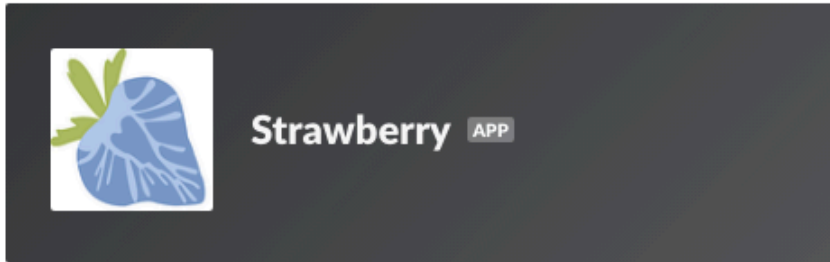
7. Once done, click on "Save Changes"

8. On the left navigation menu click on "Bot Users"

9. Once on the "Bot User" page, click on "Add a Bot User"

9. On the next Screen, you may change the display name and default username of the bot user if needed and enable the setting "Always Show My Bot as Online"
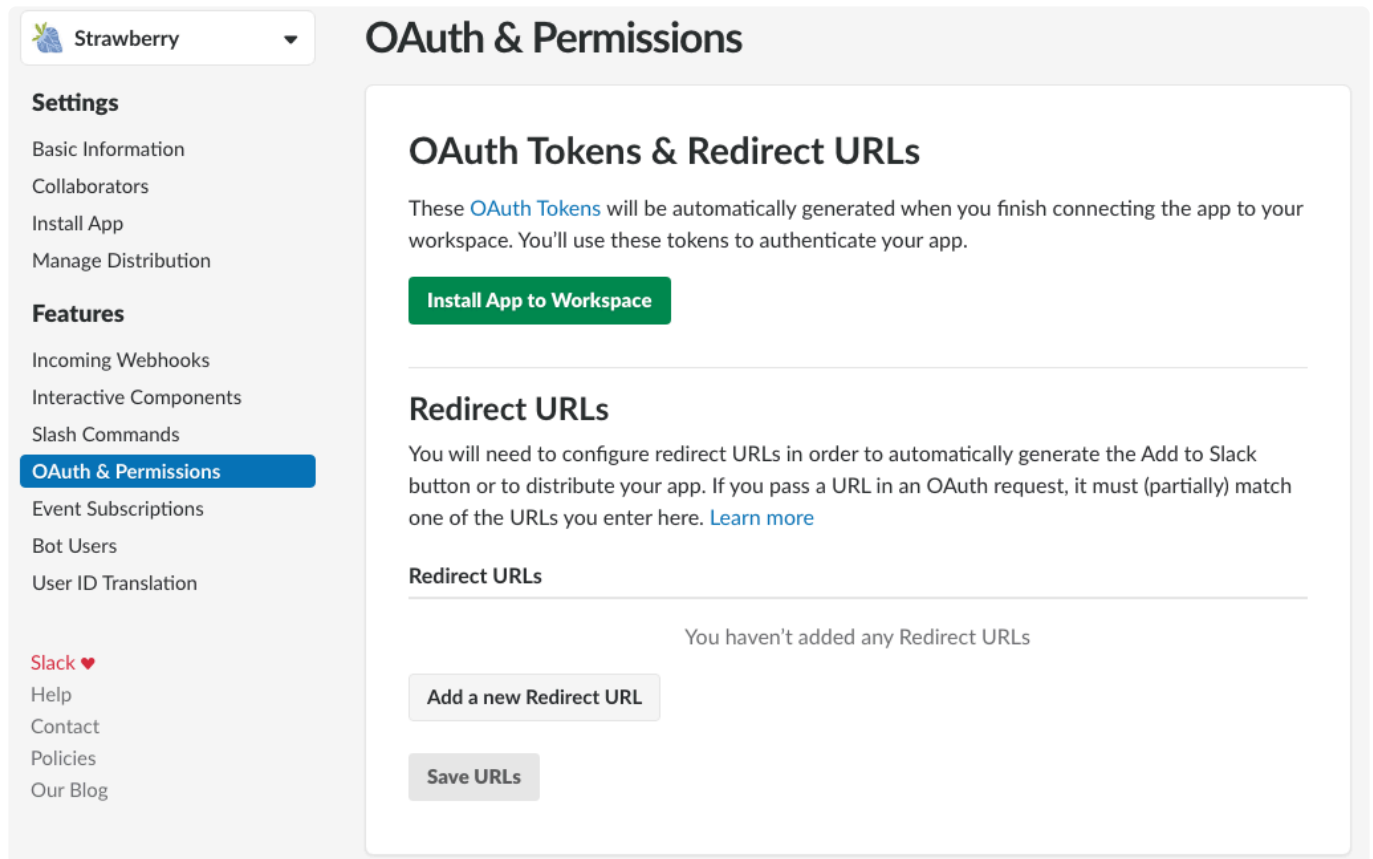
10. Now click on the button "Add Bot User"
11. A success message will briefly appear on the top of the screen
12. On the left navigation menu click on "Oauth & Permissions"
13. On the "OAuth & Permissions" page, click on the "Install App to Workspace" button
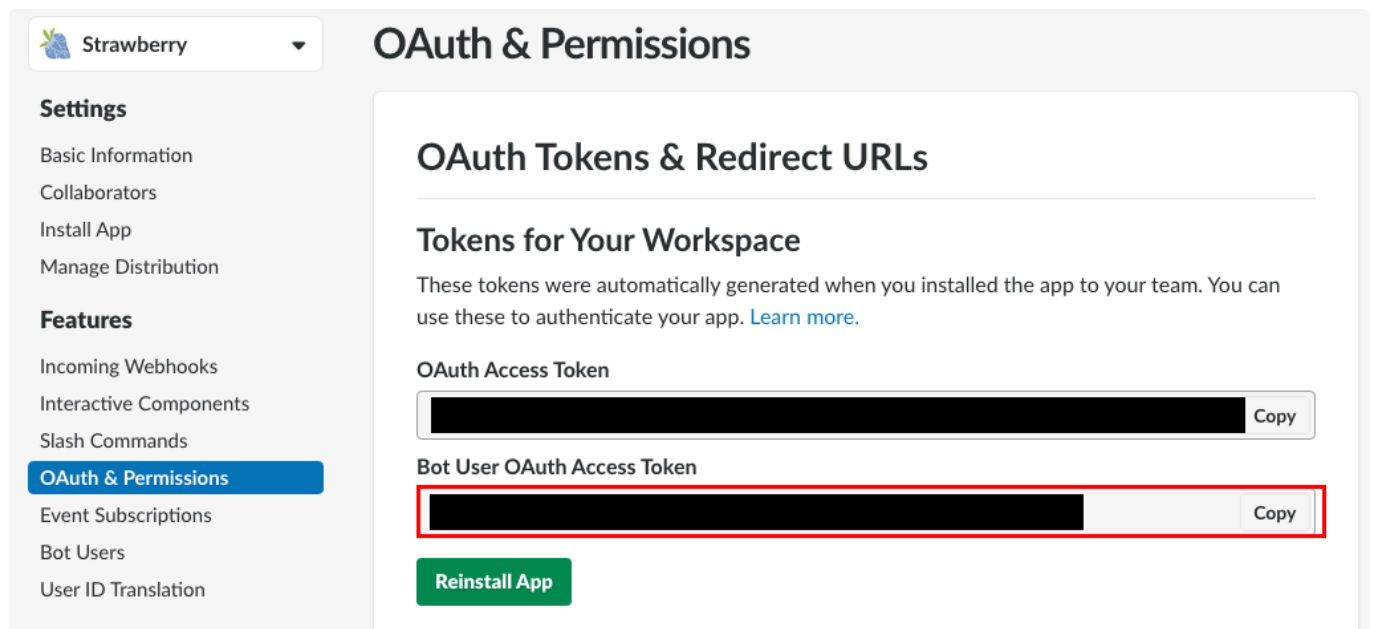
14. In the next step, click on the "Authorize" button

15. Copy the "Bot User OAuth Access Token" to your clipboard or paste it into a text document for later use
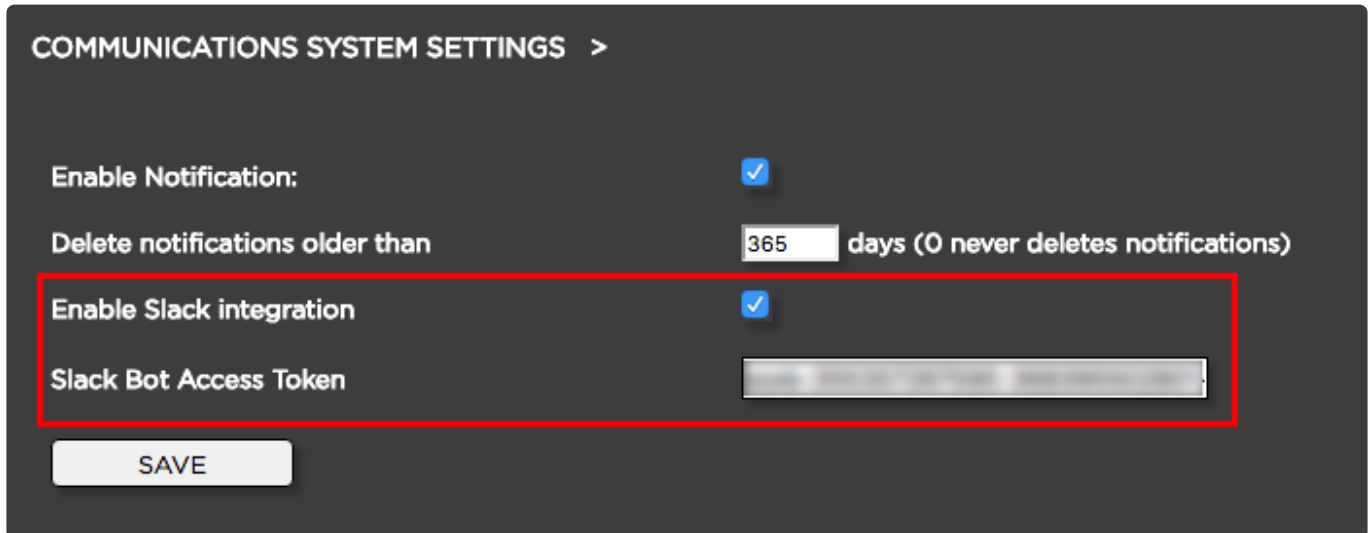
16. Now proceed with the "Enabling Slack in the Strawberry Admin panel" chapter

Last modified: Oct 15, 2019

3.3.7.2.4.3. Enabling Slack in the Strawberry Admin Panel

1. Login to the Strawberry Admin panel
2. Click on the "Misc" tab and then click on the "Communications System Settings" bar to expand it
3. Check the box next to "Enable Slack Integration"
4. Paste your "Bot User OAuth Access Token" into the text field next to "Slack Bot Access Token"

5. When finished, click "Save"

Once the Strawberry Slack integration is enabled, logged in users will be asked for their Slack username. They will receive a welcome message from the Slack bot when their username is valid.
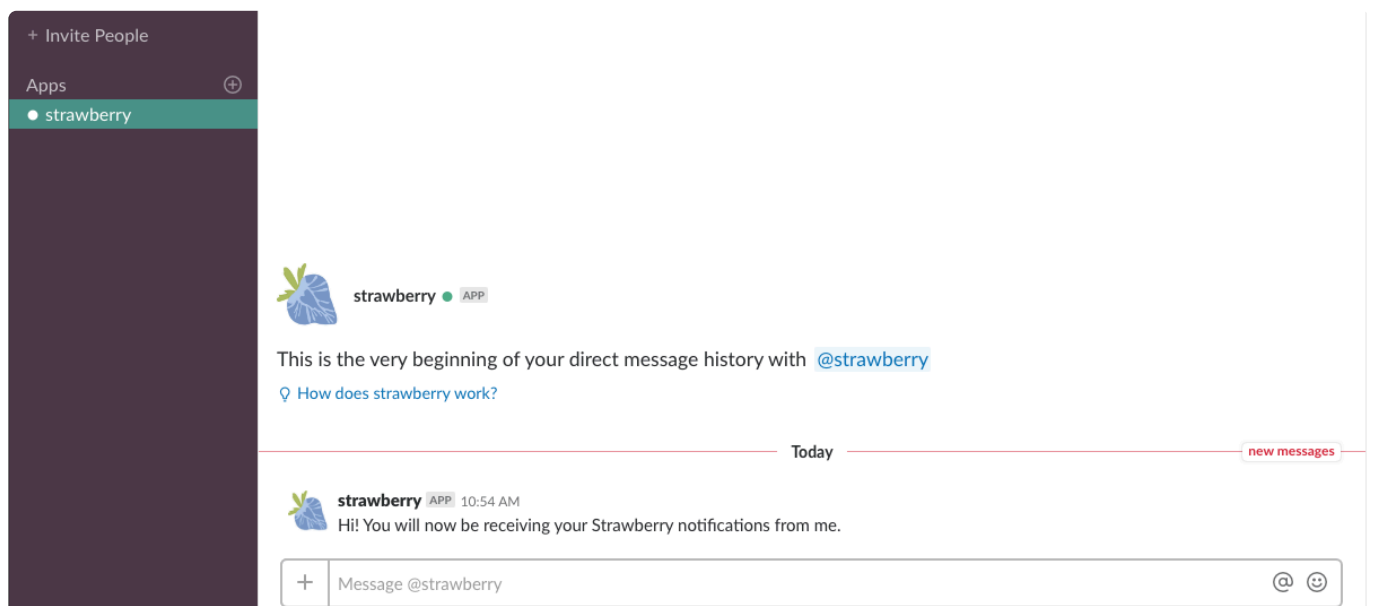
Last modified: Oct 15, 2019

3.3.7.3. Preditor Settings

Define the Timeout based on which a user should be automatically logged out of Preditor. In the process, Strawberry will also automatically close the user's sequence in order to free the license slot. Preditor creates auto-saves of open sequences every minute and stores these on the server so that progress does not get lost even if the sequence gets auto-closed.

1. Login to the Strawberry Admin panel
2. Click on the "Misc" tab
3. Click on the "Preditor Settings" bar to expand it
4. Change the "Timeout" to the value that you need and press "Save"

Last modified: Oct 15, 2019

3.3.7.4. Premiere Pro CC Specific Features

1. Login to the Strawberry Admin panel
2. Click on the "Misc" tab
3. Click on the "Premiere Pro CC Specific Features" bar to expand it
4. Change the "Interval" to the value that you need and press "Save"

Auto-Link media from Library into project

If a user imports media via the Adobe Media Browser directly from within "media_1/media" (by bypassing the Strawberry Adobe panel), Strawberry can automatically link that media into the open project.

Auto-Ingest local media into project

If a user imports media from a USB or local HDD into an Adobe Premiere Pro CC project that is managed by Strawberry, Strawberry can automatically copy that media into the projects media volume. This ensures, that all media used in a Premiere project is present on the shared storage.

Auto-Link subproject media into project

If a user imports media from a subproject into an Adobe Premiere project that is managed by Strawberry, Strawberry can automatically link that into the from the subproject into the parent project. This ensures that any project is self-contained at any point.

Last modified: Oct 15, 2019

3.3.7.5. Search Settings

Character Threshold

Defines how many characters the user has to type into the search field for the search to get triggered. Only set the value to "1" when Strawberry is deployed in an environment where users type double-byte

character sets. Languages that use double-byte character sets include Chinese, Japanese, and Korean.

Reset User Search Tabs on Logout

When enabled, Strawberry will reset the search sate for each user on logout. This will ensure that the user starts with a "clean slate" on every login.

Last modified: Apr 23, 2020

3.3.7.6. Security Settings

"Share via Email" Link Expiration

About

Assets shared via "share via email" links can be set to automatically expire after a set time period. Users who have the role capability "Can define custom expiration dates for "Share via Email" links" enabled in their user role can override the Admin-defined time period when they share an asset via email.

When the defined time period has been exceeded, then the "share via email" link will no longer be accessible to the user with whom it got shared in the first place. When an asset gets shared with multiple users over time, then the link expiration will count for each user individually.

Usage

1. Login to the Strawberry Admin panel
2. Click on the "Misc" tab
3. Click on the "Security Settings" bar to expand it
4. Change the time period after which "Share via Email" Links should automatically expire
5. Press "Save"

Last modified: Apr 23, 2020

3.3.7.7. Empty Trash

Pressing the "Empty Trash Now" button will instantly remove all contents from the Strawberry trash folder.

3.3.7.8. Database Backup

When clicking the "Backup Now" button Strawberry creates a dump of its PostgreSQL database. The default location for the database dump is "/opt/sb4/app/backups". The default destination can be reconfigured in the "/opt/sb4/app/fsbase/config/database-backup.yml" file.
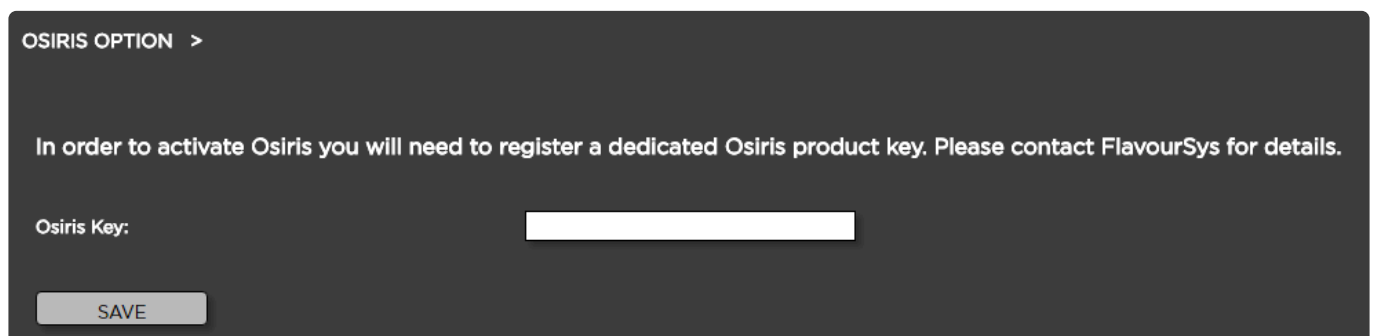
3.3.7.9. Osiris Option

Requirements

• To enable Osiris for Strawberry you must enter an Osiris activation key into the Strawberry Admin panel
• Once Osiris is activated, MacOS clients require no additional client-side activation
• If you wish to use Osiris with Windows clients please follow these dedicated instructions.

1. Login to the Strawberry Admin panel
2. Click on the "Misc" tab
3. Click on the "Osiris" bar to expand it

4. Enter your Osiris license key and click on the "Save" button
5. Once enabled, the bar will show "Osiris is enabled"

Last modified: Jan 16, 2020

3.3.7.10. Versions & License

This section shows you the current version numbers of your licensed Strawberry features. It also shows you which add-ons are activated on your system.

Last modified: Oct 15, 2019

3.4. Adobe CC Panel Setup

The Strawberry Panel Extension for Premiere Pro CC and After Effects CC allows editors or VFX artists to stay within their applications, importing high-res files with the click of a button and browsing through content on the shared storage. Strawberry provides scrubbable proxy previews of all the content in its organized project structure

- Installing the Adobe CC Panel
- Updating the Adobe CC Panel
- Removing the Adobe CC Panel
- Testing the Adobe CC Panel

Last modified: Oct 15, 2019

3.4.1. Installing the Adobe CC Panel

Requirements

Before installing the Strawberry Adobe panel extension please check our client software system requirements to ensure that your versions of Premiere Pro CC and After Effects CC are supported.

Installation

> **!** The below instructions will not work for macOS Catalina! If you wish to install the Strawberry Adobe panel extension on macOS 10.15 (Catalina), please follow these dedicated instructions.

1. Download the latest Strawberry Adobe Premiere CC Panel that matches your current Strawberry version: https://projective.io/support/product-downloads/
2. Close all Adobe CC applications running on your computer
3. Extract the .zip to a local hard drive (the installation will NOT work from a network or USB location)
4. Go into the extracted folder "Strawberry-AdobePanel-5.x.x"
5. **MacOS**: Make sure you are logged in as an Administrator! Double-click on the "install.command" file. Once the installation has been completed you will see the following success message: "Strawberry AdobePanel installed successfully".

6. **Windows**: Double-click on the "install.cmd". Once the installation has been completed, the command prompt will return a success message.

> ✳ If you see an error message instead, please review the error code on the following website: https://helpx.adobe.com/exchange/kb/error-codes.html

7. Make sure that the Premiere Media Preferences are set accordingly to our recommendations

Last modified: May 06, 2020

3.4.2. Updating the Adobe CC Panel

In order to update the Strawberry Adobe CC panel, please repeat the panel installation process using a newer panel version.

Last modified: Oct 15, 2019

3.4.3. Removing the Adobe CC Panel

1. Go into the local folder from which you originally installed the Strawberry Adobe panel. If the folder is not present on your Computer anymore, download the latest panel and extract it on an internal hard drive (USB & Network drives won't work)! http://www.projective.io/support/product-downloads/
2. **MacOS**: Double-click on the "remove.command" file. You will be prompted to enter the OSX Administrator password.
3. **Windows**: Double-click on the "remove.cmd" file. (The uninstaller requires Administrator privileges to work properly)

Last modified: Oct 15, 2019

3.4.4. Testing the Adobe CC Panel

In order to test the Strawberry Adobe panel launch the Strawberry client application and login with your credentials. Create a project using the Adobe Premiere template or open an existing Premiere project. In Premiere navigate to the menu bar and click on Window / Extensions / Strawberry 6.x.x.

Last modified: Jan 07, 2020

4. Strawberry Add-on Manuals

Contents

Last modified: May 13, 2020

4.1. High Availability (HA)

Strawberry's High Availability Cluster is based on the open source Linux-HA project. It uses the Pacemaker, PCS, Corosync Cluster Engine, CMAN, and CRMShell components.

The so-called „heartbeat" is sent via UDP packets on a dedicated LAN-LAN crossover cable between both server nodes to determine the other node's state. This connection is also used for DRBD and PostgreSQL data replication.
When the servers are running it must never be disconnected! Removing this cable will result in a split-brain condition, which should generally be avoided.

Also, you should never start or stop Strawberry services manually using init.d scripts, as these are managed by the corresponding resource agents. **Manual intervention can cause data inconsistencies and other errors!**
Please use the appropriate CRM shell command to start or stop the Strawberry resource group.

- Active/Passive Cluster Architecture Diagram
- Monitoring the Cluster's Health
- Controlling the Services
- Controlling the Nodes
- Migrating the Strawberry Resource Group
- Switching the Complete Cluster into Maintenance Mode
- Troubleshooting
- Links to External Package Documentation
- Addendum

Last modified: Oct 15, 2019

4.1.1. Active/Passive Cluster Architecture Diagram

Strawberry Active/Passive Cluster
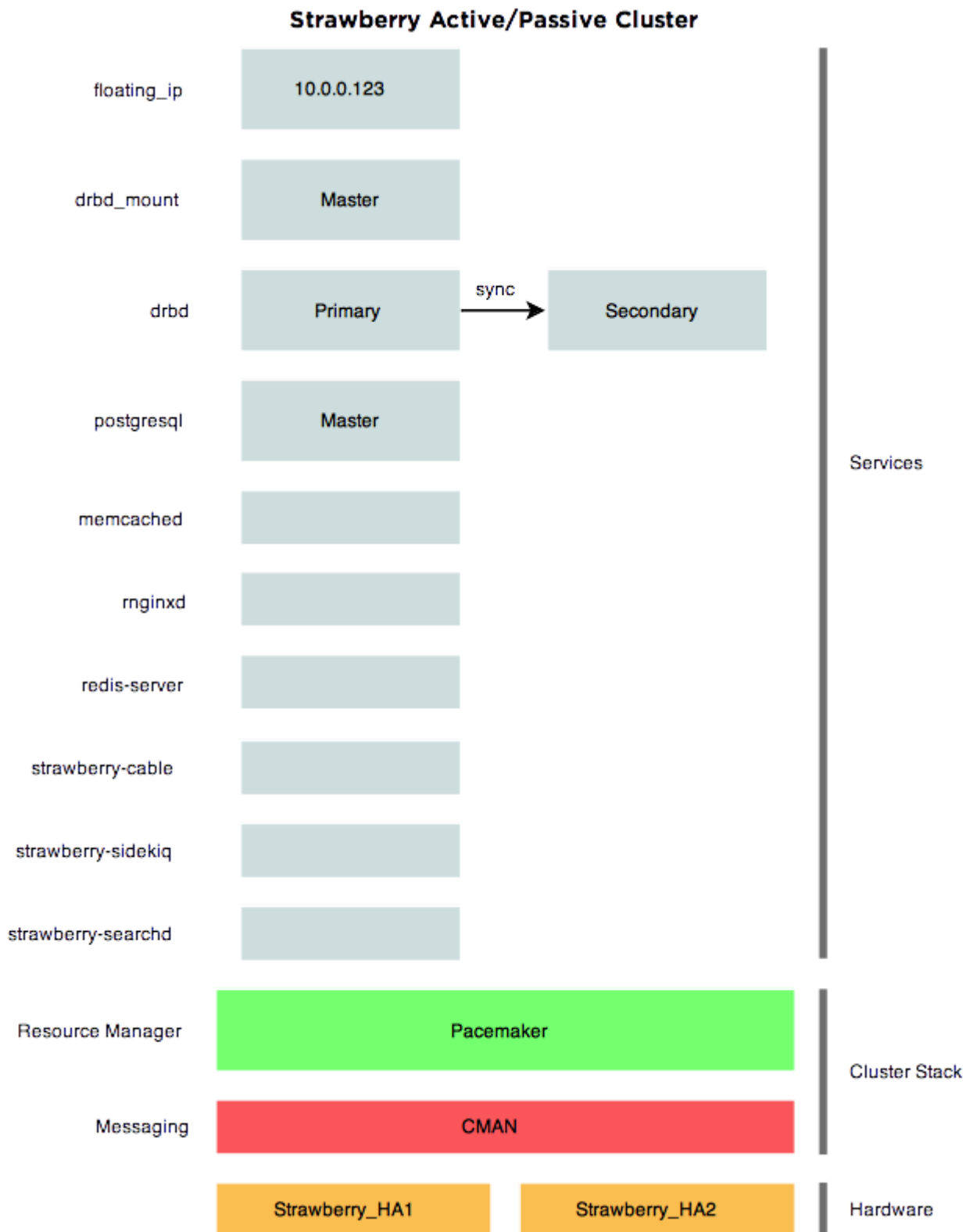
Last modified: Oct 15, 2019

4.1.2. Monitoring the Cluster's Health

(crm_mon)

The current state of all connected nodes and services can be checked with the „crm_mon" (Cluster Resource Manager Monitor) command. This will display the following self-updating screen: (Use CTRL-C to exit)

```
Stack: cman
Current DC: NONE
Last updated: Mon Feb 18 11:42:18 2019
Last change: Mon Feb 18 04:13:51 2019 by root via cibadmin on Strawberry_HA1

2 nodes configured
11 resources configured

Online: [ Strawberry_HA1 Strawberry_HA2 ]

Active resources:

Resource Group: complete_sb
     failover_ip        (ocf::heartbeat:IPaddr2):       Started Strawberry_HA1
     drbd_mount (ocf::heartbeat:Filesystem):    Started Strawberry_HA1
     postgresql (ocf::heartbeat:pgsql): Started Strawberry_HA1
     memcached   (lsb:memcached):        Started Strawberry_HA1
     nginxd      (lsb:nginx):    Started Strawberry_HA1
     redis-server        (lsb:redis-server):     Started Strawberry_HA1
     strawberry-cable  (lsb:strawberry-cable):       Started Strawberry_HA1
     strawberry-puma   (lsb:strawberry-puma): Started Strawberry_HA1
     strawberry-sidekiq        (lsb:strawberry-sidekiq):     Started Strawber
ry_HA1
 Master/Slave Set: masterdrbd [drbd]
     Masters: [ Strawberry_HA1 ]
     Slaves: [ Strawberry_HA2 ]
```

Top Section (General Information)

The **top row** gives information on the used stack. By default (depends on your particular install) this should be „cman" and should not change.

The **second row** displays the current Designated Controller (DC). In a two cluster system, a quorum is not sensible, so there is no election of a DC.

The **third row** displays the last update's time and date, which generally should be pretty close to the current time and date.

The **fourth row** displays the date and time of the last change to the cluster's configuration. This would include a planned migration, adding or disabling of services and such.

The **fifth** row displays the version info.

The **sixth** row displays the amount of configured nodes (2 nodes by default)

The **seventh** row displays the amount of configured services.

Middle Section (Node Status)

The second section shows the availability of the nodes. The states can be „online" (node is on and available), „standby" (node is on but not available) and „offline" (node is off or crashed).

Main Section (Service Status)

The next sections show the state of the services. The first service here is DRBD, a shared storage, where database and configuration files for Strawberry are saved. The current DC should be the master, the other node the slave. Should the standby node be online, but not be listed as a slave, a manual re-sync of the DRBD filesystem might be needed. Please refer to the troubleshooting section below.

The next resource is the main Strawberry resource group „complete_sb" consisting of:

• failover_ip (floating IP address assigned to the current master machine)
• drbd_mount (the actual mount point for the DRBD block device)
• postgresql (PostgreSQL database service)
• memcached (Distributed memory object caching system)
• nginxd (Web server service)
• redis-server (Redis key-value store service)
• strawberry-cable (Application server service)
• strawberry-puma (Scheduler and tasker service)
• strawberry-sidekiq (Sphinx search service)

All services are started and stopped in sequential order and are all run on one node at a time. Should any one of the services fail to start for a defined amount of time, the whole group will be migrated to another running node.

The left side shows you the name of the resource (e.g. Strawberry), the middle part specifies which resource agent is defined for this resource (e.g. lsb:Strawberry) and the left side shows you on which node it is currently running (e.g. Started Strawberry_HA1).

Last modified: Oct 15, 2019

4.1.3. Controlling the Services

Starting the Strawberry resource group

```
# crm resource start complete_sb
```

Stopping the Strawberry resource group

To stop all resource agents forming the Strawberry resource group, type the following:

```
# crm resource stop complete_sb
```

Restarting the Strawberry resource group

To restart all resource agents forming the Strawberry resource group, type the following:

```
# crm resource restart complete_sb
```

Reset resource fail count

```
# crm resource cleanup [resource name]
```

Last modified: Oct 15, 2019

4.1.4. Controlling the Nodes

Set a node to standby

To set a node into standby mode, which is basically a controlled offline state, type the following:

```
# crm node standby
```

Set a node to online

To set a node back to online mode, type the following:

```
# crm node online
```

Last modified: Oct 15, 2019

4.1.5. Migrating the Strawberry Resource Group

To move the Strawberry resource group to another running node, type the following command on any node:

```
# crm resource migrate complete_sb [NAME OF NODE]
```

Where **[NAME OF NODE]** is the node you want to migrate to. By default, this can be either Strawberry_HA1 or Strawberry_HA2. After issuing the command you can watch the migration via „crm_mon".

> **!** Using migrate to manually move the resource group will leave the resource running on that node, even in a fail-over scenario! Don't forget to set the resource back to the managed mode with:

```
# crm resource unmigrate complete_sb
```

Last modified: Oct 15, 2019

4.1.6. Switching the Complete Cluster into Maintenance Mode

Setting the cluster into Maintenance Mode turns off any resource management or monitoring. In this mode you can start or stop any service at will. This will be helpful to perform an update or other maintenance.

Turn on Maintenance Mode

```
# crm configure property maintenance-mode=true
```

> **!** Do not forget to disable Maintenance Mode after completing operations!

Disable Maintenance Mode

```
# crm configure property maintenance-mode=false
```

Last modified: Oct 15, 2019

4.1.7. Troubleshooting

Check DRBD sync status

To check the current DRBD synchronization status, type the following command:

```
# cat /proc/drbd
```

Sample output master node

```
version: 8.3.16 (api:88/proto:86-97)
GIT-hash: a798fa7e274428a357657fb52f0ecf40192c1985 build by phil@Build64R6, 20
13-09-27 16:00:43

 1: cs:Connected ro:Primary/Secondary ds:UpToDate/UpToDate C r-----
    ns:265832 nr:0 dw:263360 dr:108049 al:54 bm:14 lo:0 pe:0 ua:0 ap:0 ep:1 w
o:f oos:0
```

Sample output slave node

```
version: 8.3.16 (api:88/proto:86-97)
GIT-hash: a798fa7e274428a357657fb52f0ecf40192c1985 build by phil@Build64R6, 20
13-09-27 16:00:43

 1: cs:Connected ro:Secondary/Primary ds:UpToDate/UpToDate C r-----
    ns:0 nr:265832 dw:265832 dr:0 al:0 bm:12 lo:0 pe:0 ua:0 ap:0 ep:1 wo:f oo
s:0
```

These examples show a correctly working sync. Both nodes show „cs:Connected". This indicates all nodes are connected and replicating. Also, it is running as primary node „ro:Primary/Secondary" and the sync is up to date („ds:UpToDate / UpToDate"). The second node is running as secondary and is also connected.

Should any node show „cs:StandAlone", then the synchronization has stopped. This could have been caused by a split-brain occurrence or any communication error. To resolve this, you need to choose which node is the current one and force a re-sync from the other node. You can type the following commands on the secondary node (make sure) to achieve this:

```
# drbdadm detach sb4
# drbdadm attach sb4
# drbdadm invalidate sb4
# drbdadm syncer sb4              [* this command might not be available ]
# drbdadm connect sb4
```

After entering the commands, you can follow the sync process with „cat /proc/drbd". The process should take around 7 minutes, depending on the amount of data.

Log file

The Corosync log can be found in:

```
/var/log/corosync.log
```

This log file contains info about the HA stack.

Last modified: Oct 15, 2019

4.1.8. Links to External Package Documentation

Package	URL
CRMShell	http://crmsh.github.io/documentation
Pacemaker	https://clusterlabs.org/pacemaker/doc
Corosync	http://corosync.github.io/corosync
RA	http://www.linux-ha.org/wiki/Resource_Agents
DRBD	https://docs.linbit.com

Last modified: Oct 15, 2019

4.1.9. Addendum

Split-brain Syndrome

The split-brain syndrome may occur when all of the private links go down simultaneously, but the cluster nodes are still running, each one believing they are the only one running. The data sets of each cluster may then randomly serve clients by their own "idiosyncratic" data set updates, without any coordination with the other data sets.

If this occurs, shared storage may experience data corruption. If the storage pools are kept separate, data inconsistencies that require operator intervention and cleanup might arise.

Last modified: Oct 15, 2019

4.1.10. Examples

Restarting Sidekiq in an HA Environment

1. Login to any HA note not as root

```
crm_mon
```

2. Identify the "Master" note

```
Stack: cman
Current DC: NONE
Last updated: Mon Feb 18 11:42:18 2019
Last change: Mon Feb 18 04:13:51 2019 by root via cibadmin on Strawberry_HA1

2 nodes configured
11 resources configured


Online: [ Strawberry_HA1 Strawberry_HA2 ]

Active resources:

Resource Group: complete_sb
     failover_ip        (ocf::heartbeat:IPaddr2):       Started Strawberry_HA1
     drbd_mount (ocf::heartbeat:Filesystem):    Started Strawberry_HA1
     postgresql (ocf::heartbeat:pgsql): Started Strawberry_HA1
     memcached  (lsb:memcached):        Started Strawberry_HA1
     nginxd     (lsb:nginx):    Started Strawberry_HA1
     redis-server       (lsb:redis-server):     Started Strawberry_HA1
     strawberry-cable  (lsb:strawberry-cable):          Started Strawberry_HA1
     strawberry-puma   (lsb:strawberry-puma): Started Strawberry_HA1
     strawberry-sidekiq         (lsb:strawberry-sidekiq):       Started Strawberry_HA1
Master/Slave Set: masterdrbd [drbd]
    Masters: [ Strawberry_HA1 ]
    Slaves: [ Strawberry_HA2 ]
```

3. Login to the Master note as root

4. Put the cluster into maintenance mode

```
crm configure property maintenance-mode=true
```

5. Stop Sidekiq

```
/etc/init.d/strawberry4-sidekiq stop
```

6. Start Sidekiq

```
/etc/init.d/strawberry4-sidekiq start
```

7. Disable the maintenance mode

```
crm configure property maintenance-mode=false
```

Last modified: Oct 15, 2019

4.2. Osiris (Strawberry-Embedded)

About

Osiris is a lightweight client software that enables Avid™ editors to collaborate on Media Composer projects simultaneously. It provides Avid-style bin locking for Windows & macOS clients and on nearly any storage system!

- [Click here if you want to learn how to active Osiris on a Strawberry system](#)

Last modified: Jan 16, 2020

4.3. Skies Cloud Infrastructure

SKIES is a hybrid cloud infrastructure that combines the accessibility and ubiquity of cloud storage resources with the access control and collaboration features you already know from Strawberry. SKIES provides content security by design, ensuring that users can safely utilize Strawberry's award-winning collaboration features from any place in the world.

Contents

- [Getting Started with Skies](#)
- [Skies Domain Setup](#)
- [Skies Security Information](#)

Last modified: Oct 08, 2020

4.3.1. Getting Started with Skies

Intro: General Security Information

Skies provides several layers of infrastructure and content security.

- Related Article: [Skies Security Information](#)

Step 1: Domain Setup

For remote users to reach your on-premise Strawberry system trough Skies, you will need to decide on a URL under which this system can be reached.

- Related Article: [Skies Domain Setup](#)

Step 2: Firewall Configuration

For the Strawberry server to connect to Skies, you don't need to open up firewall ports for incoming

traffic. Still, you need to make sure that your Strawberry server can connect to the relevant AWS IP ranges from behind the firewall (outgoing traffic). Since Amazon can change AWS IP ranges, it is recommended to update the configuration using the methods described by Amazon automatically.

- Related Artice: [AWS IP Address Ranges](#)

Step 3: Connecting Strawbery to Skies

Once the above steps are performed, Projective will provide you with a Skies API key that needs to be placed into a configuration file. Within this configuration file, you will also need to provide the domain name(s) under which your Strawberry system should be reachable via Skies. The example configuration file "skies.yml.example" can be found within the "/app/fsbase/config" directory on your Strawberry server. Once the file is in place, Strawberry services must be restarted.

Step 4: Providing Strawberry Users & Teams with Skies-Access

Users can only connect to the on-premise system through Skies if an Administrator has set the respective permission for their user accounts. Admins can set that permission for individual users or entire teams.

- Related Artice: [Giving Skies Access to a User](#)
- Related Artice: [Giving Skies Access to a Team](#)

Please note that users connecting trough Skies require [a strong password](#). Users attempting to login trough Skies with weak passwords are rejected & prompted to reset their passwords via an Email reset link. Therefore, it is recommended to add an email address to each Skies-enabled user account.

- Related Artice: [Editing a User](#)
- Related Artice: [Strong Password Criteria](#)

Last modified: Oct 08, 2020

4.3.2. Skies Domain Setup

Each Strawberry system that is part of the Skies cloud infrastructure can be reached via a dedicated subdomain. Per default, Projective provides the domain "skies.link" under which your custom subdomains can be created.

Standard Skies URLs

Assuming your company is called "ACME" and is located in New York City, then the following example would be applicable.

```
acme-nyc.skies.link
```

If your company has branches in London and Paris and assuming that Strawberry is deployed in these branches, then the below examples would be applicable.

```
acme-london.skies.link
```

```
acme-paris.skies.link
```

Branded Skies URLs

If you have full control over the name server (NS) records of your domain, then you can also use a fully customized URL to reach your Strawberry system via Skies. For this, you first need to specify a DNS zone for Skies, which basically is a subdomain of your existing domain. Assuming that your companies name is "ACME" then the subdomain could look like this.

```
skies.acme.com
```

Once you have created the subdomain, we will provide you with Name Server (NS) records that you can assign to it. Please note that you don't need to create additional subdomains for each of your companies branches/locations! All we need from you is a single subdomain such as "skies.acme.com". Location-specific prefixes will be added via the Strawberry configuration later. If your company has branches in London and Paris and assuming that Strawberry is deployed in these branches, then the below prefixes would be applicable.

```
london.skies.acme.com
```

```
paris.skies.acme.com
```

Anonymized URLs

If you want your URLs to be anonymized, you could go with a numeric subdomain. Example:

```
6737437.skies.link
```

```
6737437.acme.com
```

Last modified: Aug 19, 2020

4.3.3. Skies Security Information

Infrastructure Security

• All traffic flowing through the Skies infrastructure is secured via SHA-256 with RSA encryption

- Skies hubs don't have low-level access to on-premise systems
- Skies-facing parts on the on-premise system do not run in the root context

Content Security

- All streaming proxies that can be accessed via Skies are pre-encrypted on the on-premise systems using AES with a key length of 128 bits
- Every asset is encrypted with a unique pair of encryption and decryption keys
- Only encrypted content can be at rest in CDN & browser caches
- Regional geo-blocking of caches is supported
- All media content that can be accessed via Skies can be watermarked
- No company or user data is ever stored on Skies hubs
- Projective does not have any access to its customers content

Authentication Security

- All Skies users are required to use strong passwords
- All passwords are stored as cryptographic hashes on the on-premise system
- Strawberry supports two-factor authentication (2FA) for a wide range of services via OpenID Connect
- Single Sign-on (SSO) is supported for all Skies users

Skies Hub Security

- On-Premise systems connect to Skies Hubs through encrypted SSH tunnels
- Skies hubs only store the bare minimum of data that is required for their functionality
- All data stored on Skies hubs is anonymized
- Skies hubs don't have a management interface

Availability Zones

- The Skies infrastructure is hosted across several data centers and availability zones around the world
- Strawberry servers are always connected to all Skies Hubs in all regions, ensuring service availability even if an entire data center goes down
- Multiple Skies hubs per geographical region ensure high availability
- Encrypted content is served via CDNs in the requesters' regions

Last modified: Jun 02, 2021

4.4. Skies Remote Editing For Adobe Premiere Pro

In this manual section, you will learn what Skies editing proxies are and what you need to get started using them. The FAQ provides answers to common questions regarding our editing proxy workflow and will be extended on a continuous basis.

Contents

Last modified: May 04, 2020

4.4.1. Getting Started with Remote Editing

Requirements

To get started with Remote Editing, your Strawberry server needs to be [connected to the Skies cloud infrastructure first](#)

How does Strawberry's remote editing work?

Our Premiere-based remote editing workflow utilizes the Skies cloud infrastructure in combination with proxies that are specifically built for remote editing. These editing proxies are generated by Strawberry and are structural equivalent to editing proxies created by Adobe Premiere Pro. This means that they can be used in a native Premiere "Toggle Proxies" workflow and without having to manually re-encode or relink media.

Remote editors only have to install the Skies panel extension for Adobe Premiere. This extension utilizes the Skies cloud infrastructure to securely connect the remote editors to the on-premise Strawberry system.
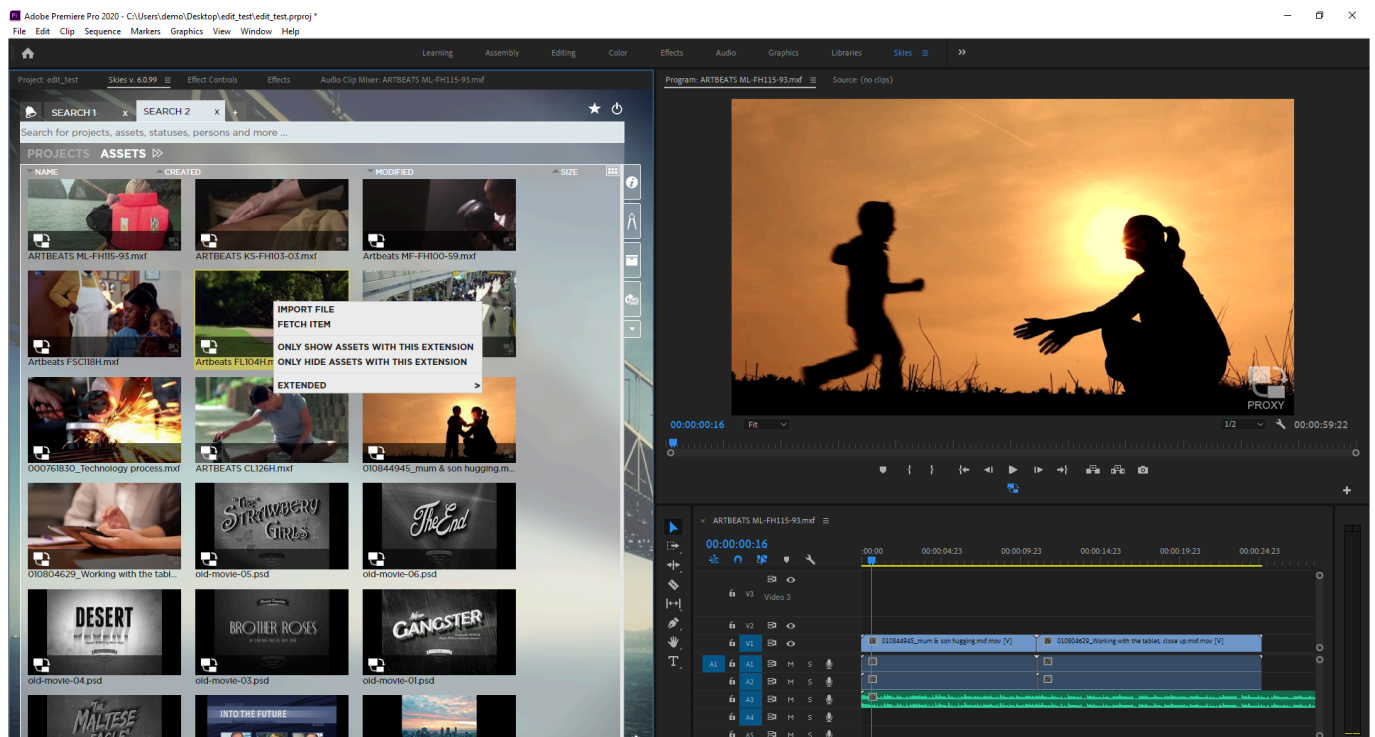
From here, editors can browse projects and libraries, scrub through videos and import media directly into Premiere as needed. Upon import, the panel extension downloads and imports the editing proxies instead of the HighRes media files. Since editing proxies are only a fraction of the size of their source files, they download much faster and do not unnecessarily strain the companies' Internet bandwidth.
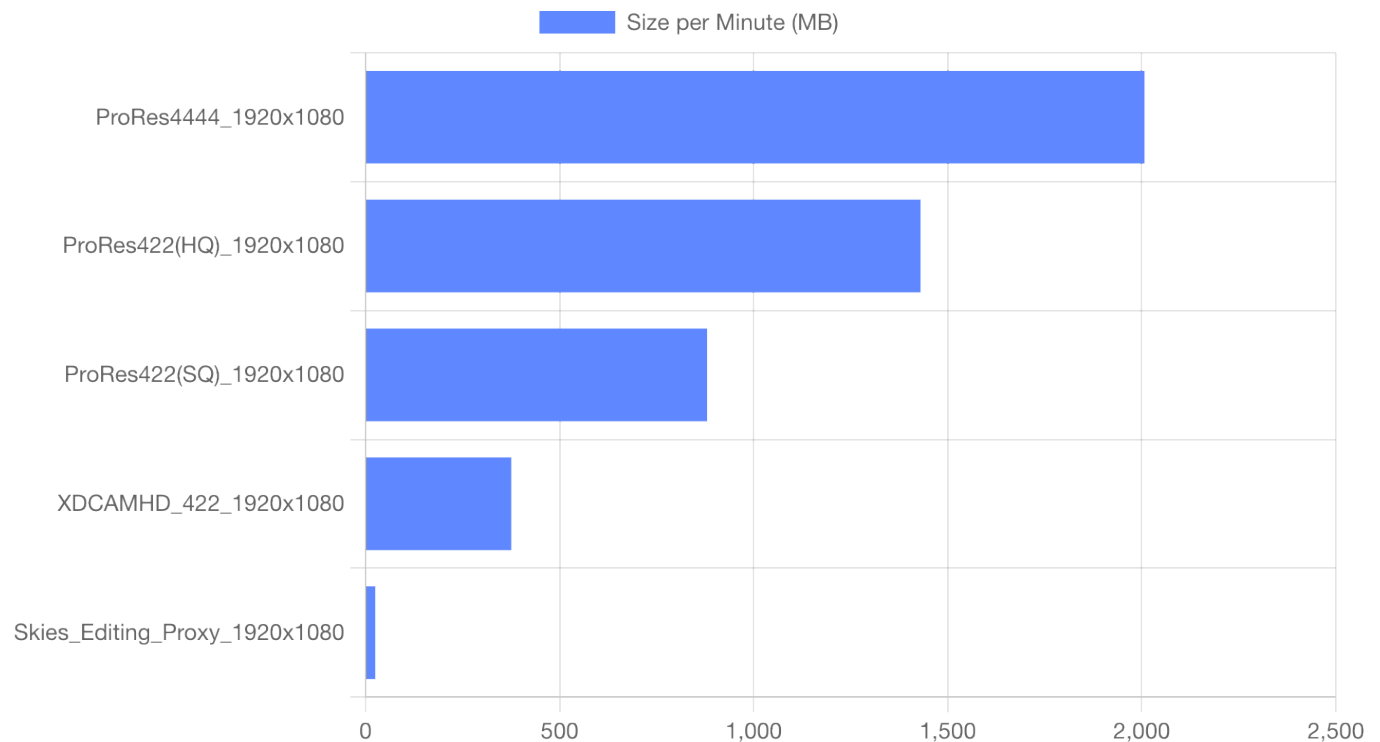
Once the remote editors have finished editing based on the editing proxies, they can upload their project files back to the on-premise system. When the uploaded project gets opened on-premise, Strawberry analyzes the project files and reconnects the HighRes media to the existing master clips of the editing proxies. The master clips and sequences are now online and conformed.

In a Nutshell

- Strawberry generates Premiere-compatible editing proxies
- Remote editors connect to the on-premise system via the Skies Adobe panel extension
- Remote Editors work off of the editing proxies and then upload the project file to the on-premise system
- Once the upload is completed, the editing proxies will automatically be replaced with the source media located on-premise

What do I need to get started?

To get you off the ground with remote editing, these things need to be in place:

1. Your Strawberry system needs to be upgraded to version 6.0.5 or newer
2. Your Strawberry System needs to be connected to the Skies cloud infrastructure
3. You current proxies need to be "updated" so that they can be used as editing proxies
4. Editors need permission to access Strawberry via Skies

Here are the details…

1. Updating Strawberry

If you are already running Strawberry 6, then the update to 6.0.5 is incremental and can be performed within a few hours. If you are running a Strawberry version older than 6.0, then the upgrade has to happen in 2 steps.

- Related Article: Strawberry 6 Upgrade Information
- Related Web Page: Schedule an Update

2. Connecting Strawberry to Skies

If your Strawberry system is already connected to the Skies cloud infrastructure, then you can skip this step. If your system is not connected to Skies, please contact sales@projective.io and familiarize yourself on how to get started with Skies.

- Related Article: Getting Started with Skies

3. Updating the Structure of Existing Proxies

In order to get your existing proxies ready for remote editing, you will need to update their structure version. If your proxies have been created with Strawberry 5.4 or newer, then this process does not require any re-encoding. Proxy files created with Strawberry versions older than 5.4 only require full re-encoding if they have more than 1 audio track. Media files currently located in the archive can not be used as editing proxies.

- Related Article: Updating the proxy structure version

4. Giving Editors Skies-Access

Users can only connect to the on-premise system through Skies if an Administrator has set the appropriate permission for their user accounts. Upon initial login, Strawberry will check if the user's password meets the minimum password criteria for Skies. If that isn't the case, then the user will be rejected from logging in but can reset the password via an email reset link. For this to work, it is highly recommended that Administrators add email addresses to those user accounts that are allowed to login via Skies.

- Related Article: Enabling users to login via Skies
- Related Article: Managing User Accounts

More Questions, More Answers

If you would like to get recommendations for editing proxies or their limitations, please have a look into our FAQ section.

Last modified: May 27, 2020

4.4.2. Editing Proxy FAQ

What are the recommended quality settings for editing proxies?

The editing proxies that are downloaded & imported by the Skies Adobe panel are based on the standard streaming proxies which Strawberry creates on a continuous basis. The better the visual quality of the streaming proxies, the better the visual quality of the editing proxies. Visual watermarking helps to distinguish editing proxies from HighRes media and signals the editors that they are working off of proxies. If you are already using visual watermarking within Strawberry, you may keep your current settings unchanged. Alternatively, you can create and upload your own watermark or use our template instead.

We recommended configuring proxy files to a resolution of 1280×720. This resolution uses a variable bitrate of 2500 Kilobit (VBR) per second, meaning that one minute of proxy is around 20 Megabytes in size.

- Related Article: Proxy File Configuration
- Related Article: Streaming Proxy Resolutions and Bitrates
- Download: Template Proxy Watermarks

How do I prepare existing proxies for remote editing? Do they need to be re-encoded?

In order to get your existing proxies ready for remote editing, you will need to update their structure version. If your proxies have been created with Strawberry 5.4 or newer, then this process does not require any re-encoding. Proxy files created with Strawberry versions older than 5.4 only require full re-encoding if they have more than 1 audio track. Editing proxies can not be created from archived assets.

- Related Article: Updating the proxy structure version of assets in online projects
- Related Article: Updating the proxy structure version of assets in online libraries

How are audio and image files handled in an editing proxy workflow?

If a user imports audio or image files via the Skies panel, these files will be imported "as they are" and without any conversion. An editing proxy is not created for these file types.

Can remote editors use local media in their projects?

For our remote editing workflow, local media is defined as media that has not been imported into the Premiere project via the Skies Adobe panel extension but from another location (e.g. media downloaded from a stock website). If editors use such media in their projects and upload the projects back to the on-

premise system via the Skies panel, then they can choose which local media files they want to upload in the process.

Can archived assets be used as editing proxies?

Working with editing proxies which source files are are in the archive

Proxies for assets that are located in the archive can be used as editing proxies if they either have been encoded by Strawberry 6.0.4 or newer or if their proxy structure has been updated while they were located on the production storage.

Conforming a project that has its source media partially or fully located in the archive

If the HighRes media is located in the archive during the conforming process, Strawberry will attempt to pull it from there automatically. For this to work, the user who performs the conforming process must have the capabilities "Can retrieve individual assets from own projects" and/or "Can retrieve individual assets from other people's projects" enabled in his or her user roles.

Are there any file types for which Strawberry can not create editing proxies?

For Strawberry to be able to create a Skies editing proxy, the source file must meet **all** of the following criteria:

• The source file is a video
• A streaming proxy version of the source file has been created by Strawberry
• The source file is in a project or library that is located on the production (online) storage
• The source file has video and audio wrapped inside a single container (e.g. .mov or .mxf)

This also means that the following file types can **not** currently be converted into editing proxies:

• Image Sequences
• MXF files imported via Avid Media Composer (as each video and audio track is a separate file on the storage)
• P2 media (as video and audio tracks are distributed across various card folders)
• Any file in the archive that has an unsupported proxy structure version (Read "How do I prepare existing proxies for remote editing?" above)

Last modified: Jun 25, 2020

4.4.3. Remote Editing User Manual

In this section of the manual, you will learn how to install and launch and use the Skies Adobe panel extension

Contents

Last modified: May 04, 2020

4.4.3.1. Installing the Skies Panel

This section will be available soon.

Last modified: Apr 30, 2020

4.4.3.2. Launching the Skies Panel

Preparation

- Please make sure to restart Premiere after the Skies panel has been installed or updated.

Usage

1. Launch Adobe Premiere
2. Create a new project or open an existing one
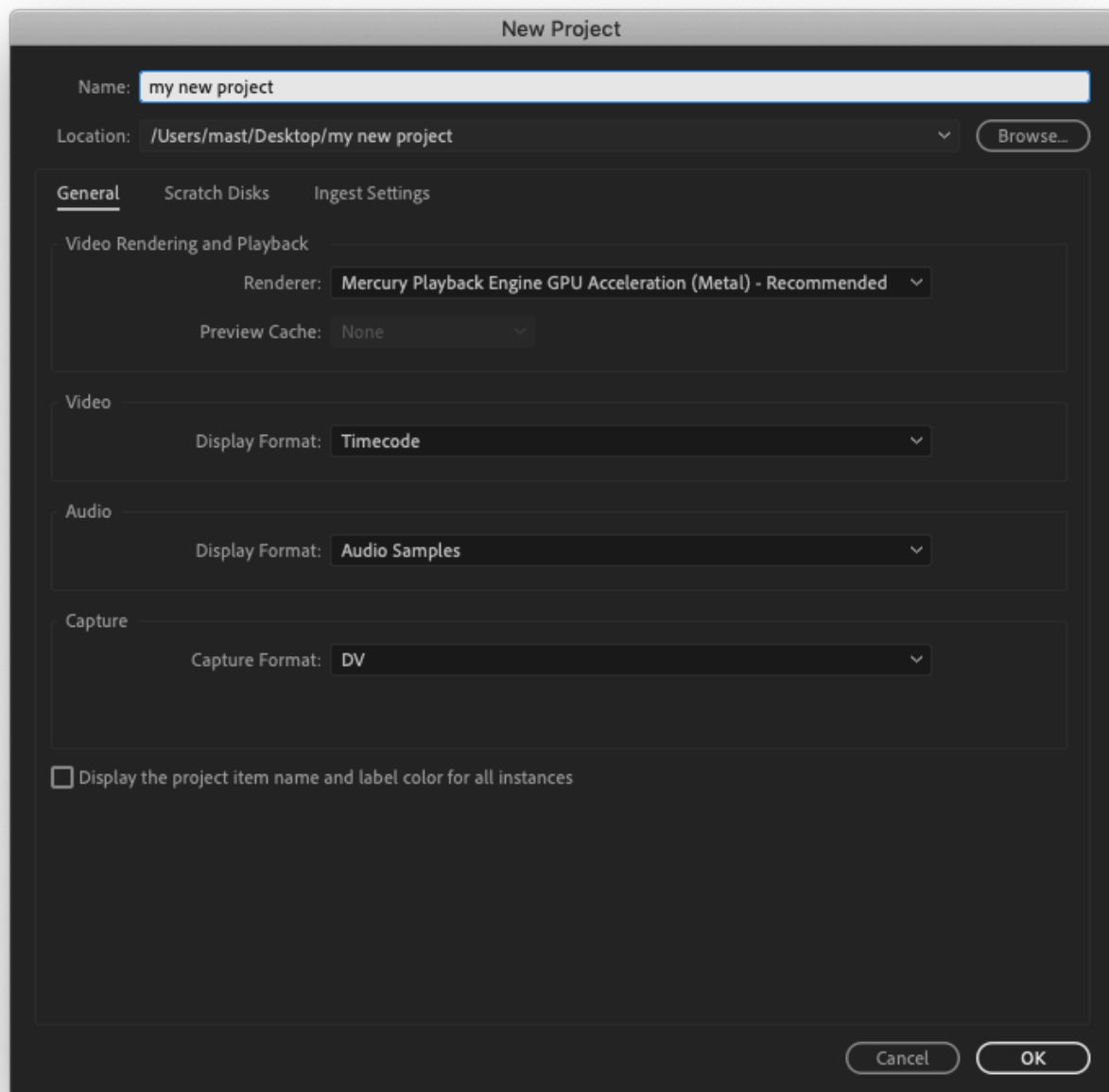
3. In Premiere, navigate to "Window → Extensions" and click on the "Skies" entry. The version number shown in the screenshot below might be different from the version number shown on your screen
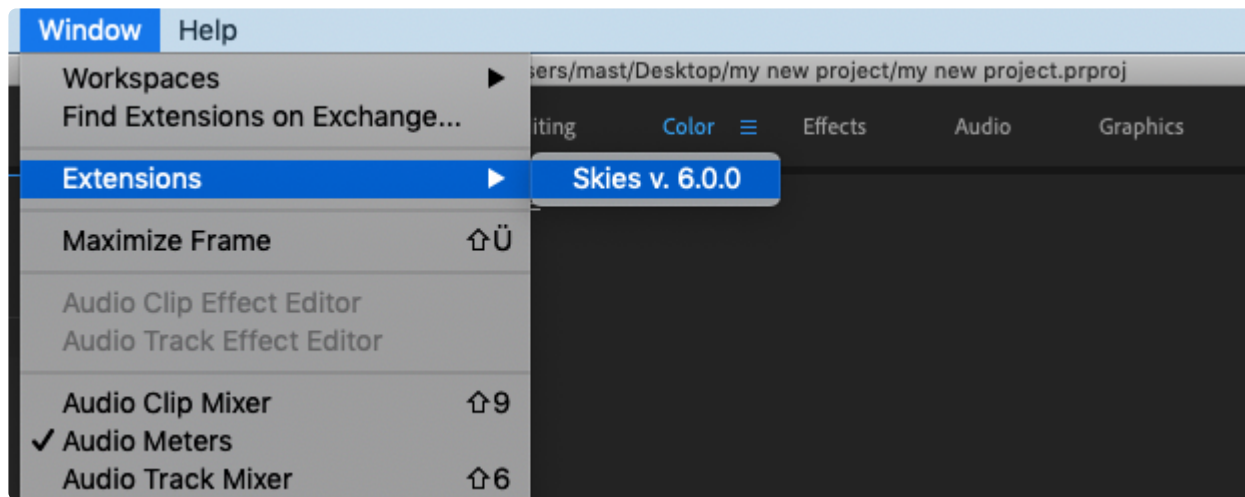
4. Enter the URL of the Strawberry system to which you want to connect and click on the "Connect" button. If you don't know the URL, please contact your site administrator

Production   Skies v. 6.0.0 ≡   Source: (no clips)   Effect Controls

Please enter the URL of the Strawberry instance you want to connect to:

strawberry.skies.mycompany.com

CONNECT
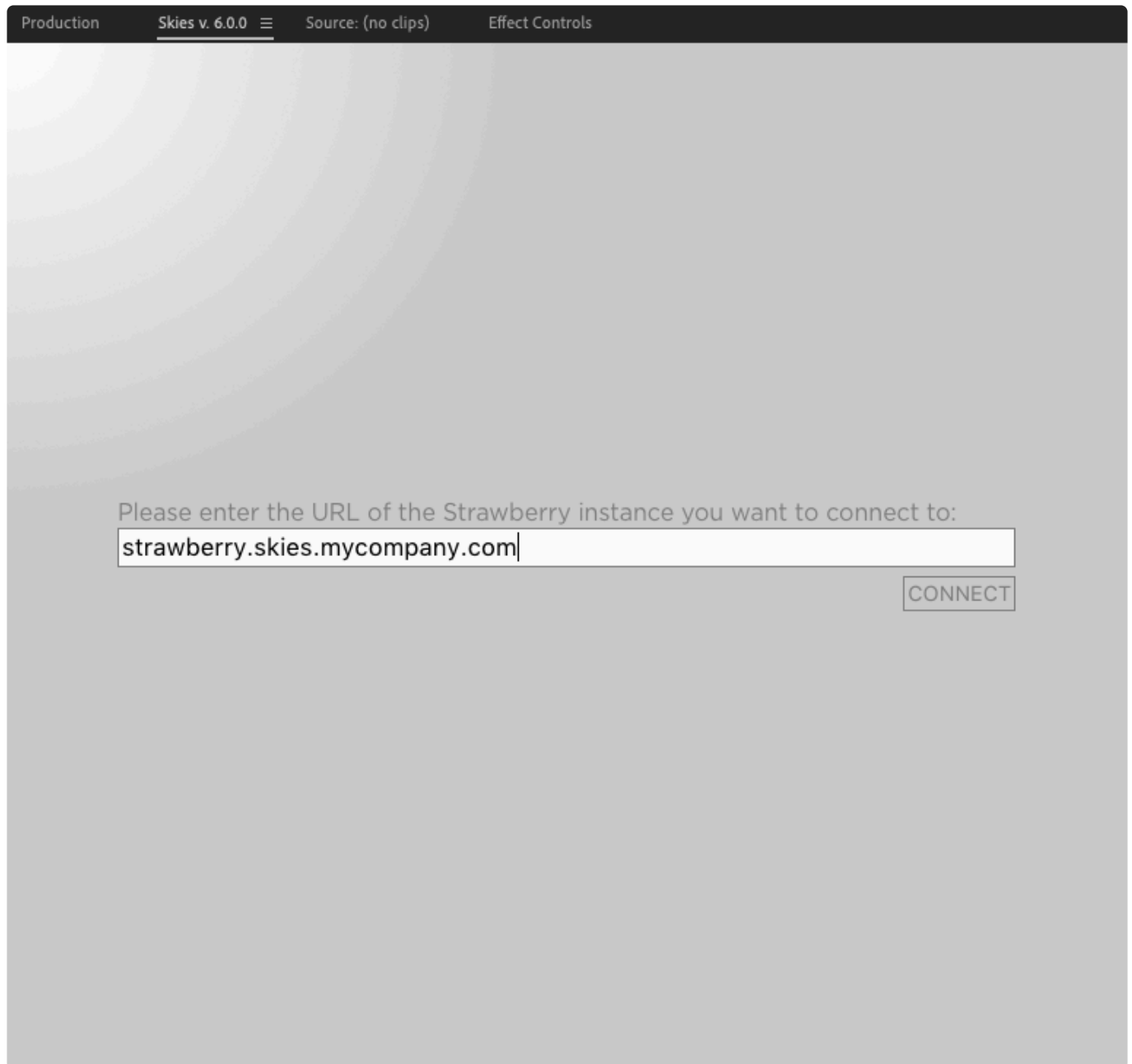
5. Now provide your username and password and click on the "Login" button

Production	Skies v. 6.0.0 ☰	Source: (no clips)	Effect Controls

🫐 STRAWBERRY **6**

Username | m.mcfly |

Password | •••••••••• |

OIDC LOGIN   LOGIN
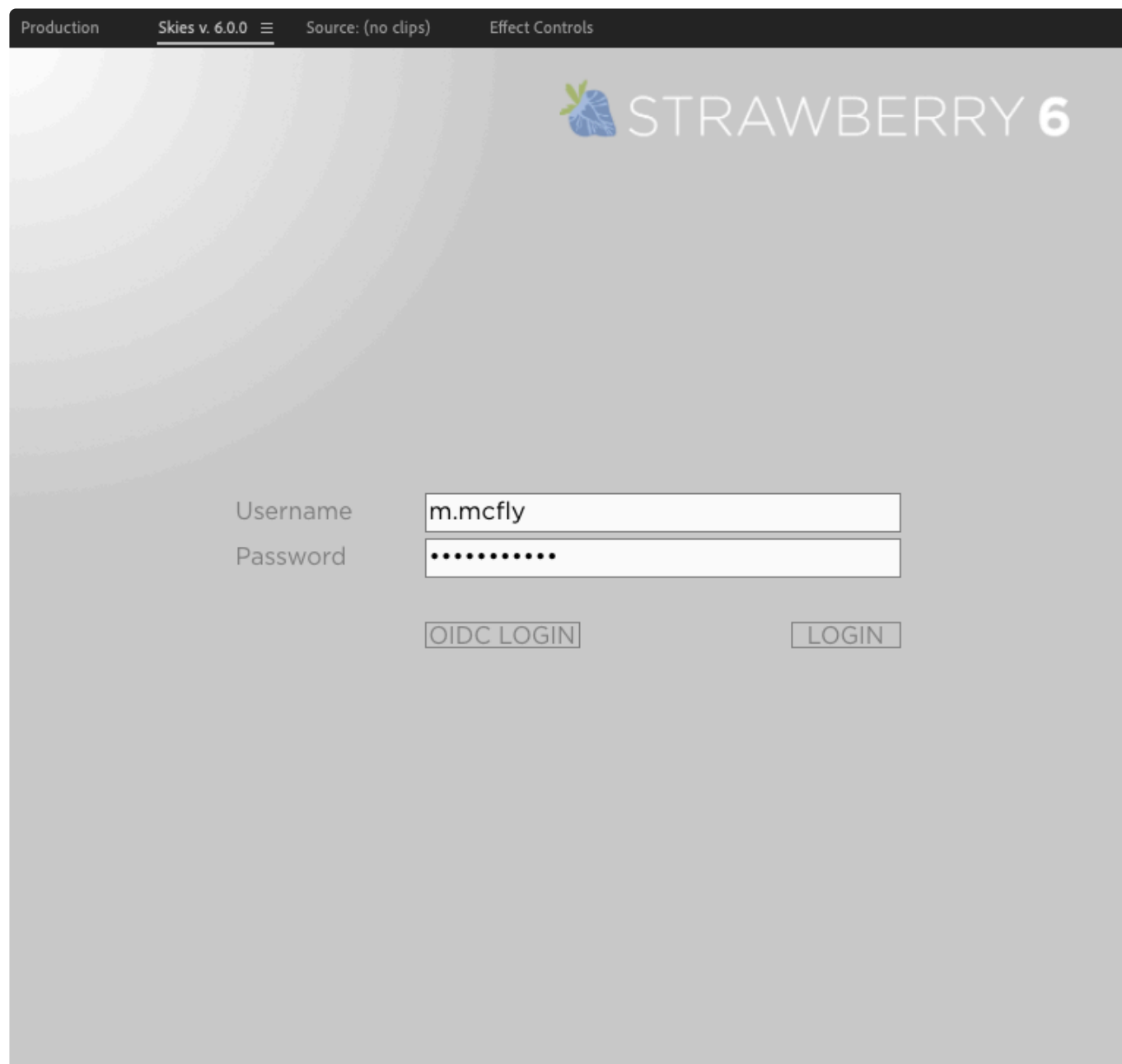
Last modified: May 04, 2020

4.4.3.3. Importing Editing Proxies into Premiere

Requirements

- In order to perform the below steps, you need to install the Skies Adobe panel first
- The panel needs to be launched within Premiere and you need to be logged in

Sequence Preparation

1. In Premiere, open and existing sequence or create a new one

2. Right-Click on the sequence and open the "Sequence Settings" option from the dropdown menu

3. Make sure to adapt the sequence settings to the usual production defaults of the company you are editing for. When in doubt, ask an Administrator or request a template project file with a preset sequence

Importing Editing Proxies

1. Navigate to the asset(s) that you wish to import. You can navigate there manually or use the panel's search function

> ✽ Please note that you can only import files that show the "editing proxy" icon on their thumbnail. The icon is highlighted in the screenshot below.
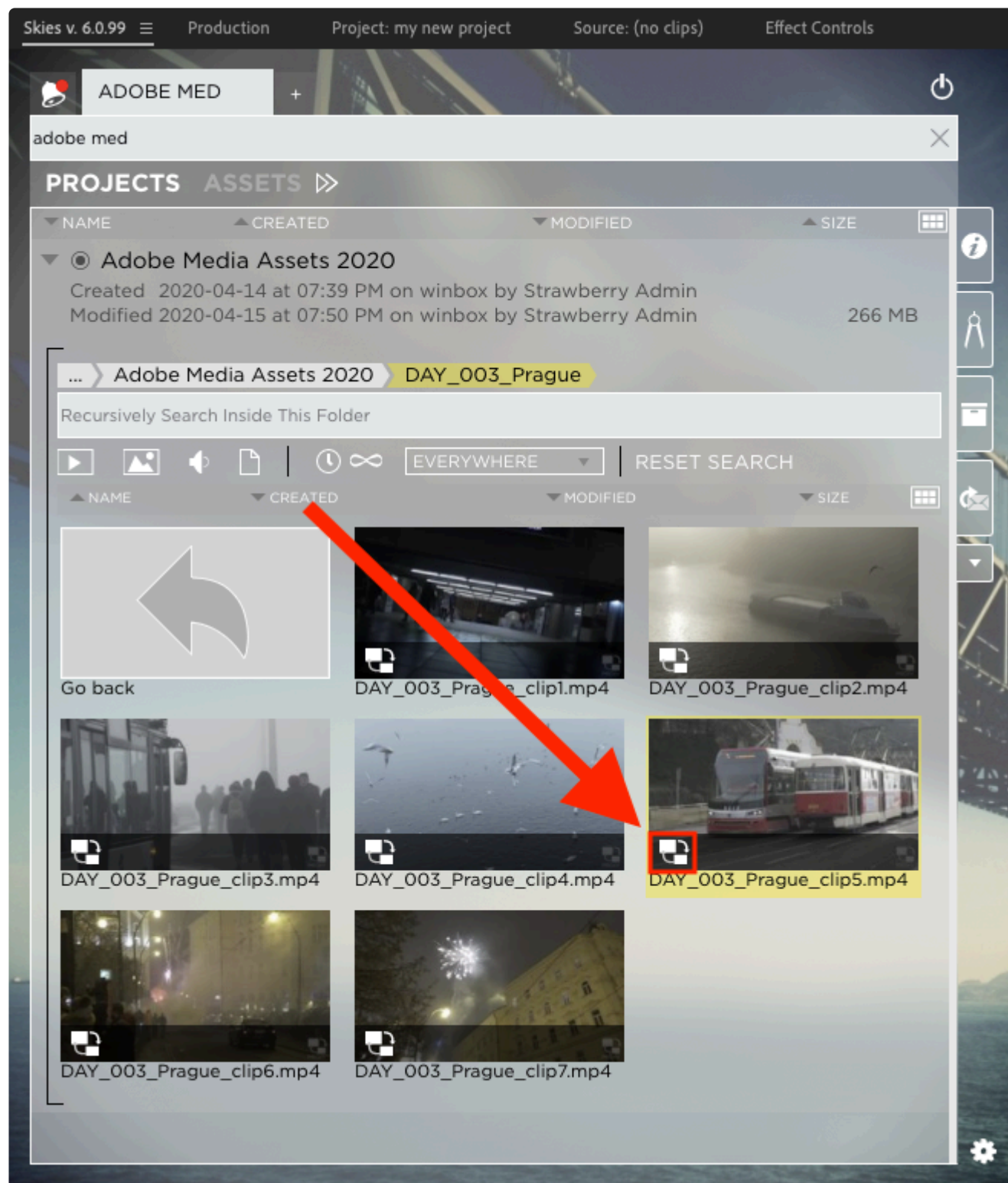
2. Select a single file by clicking on it or select multiple files by checking the box in their upper left corner.
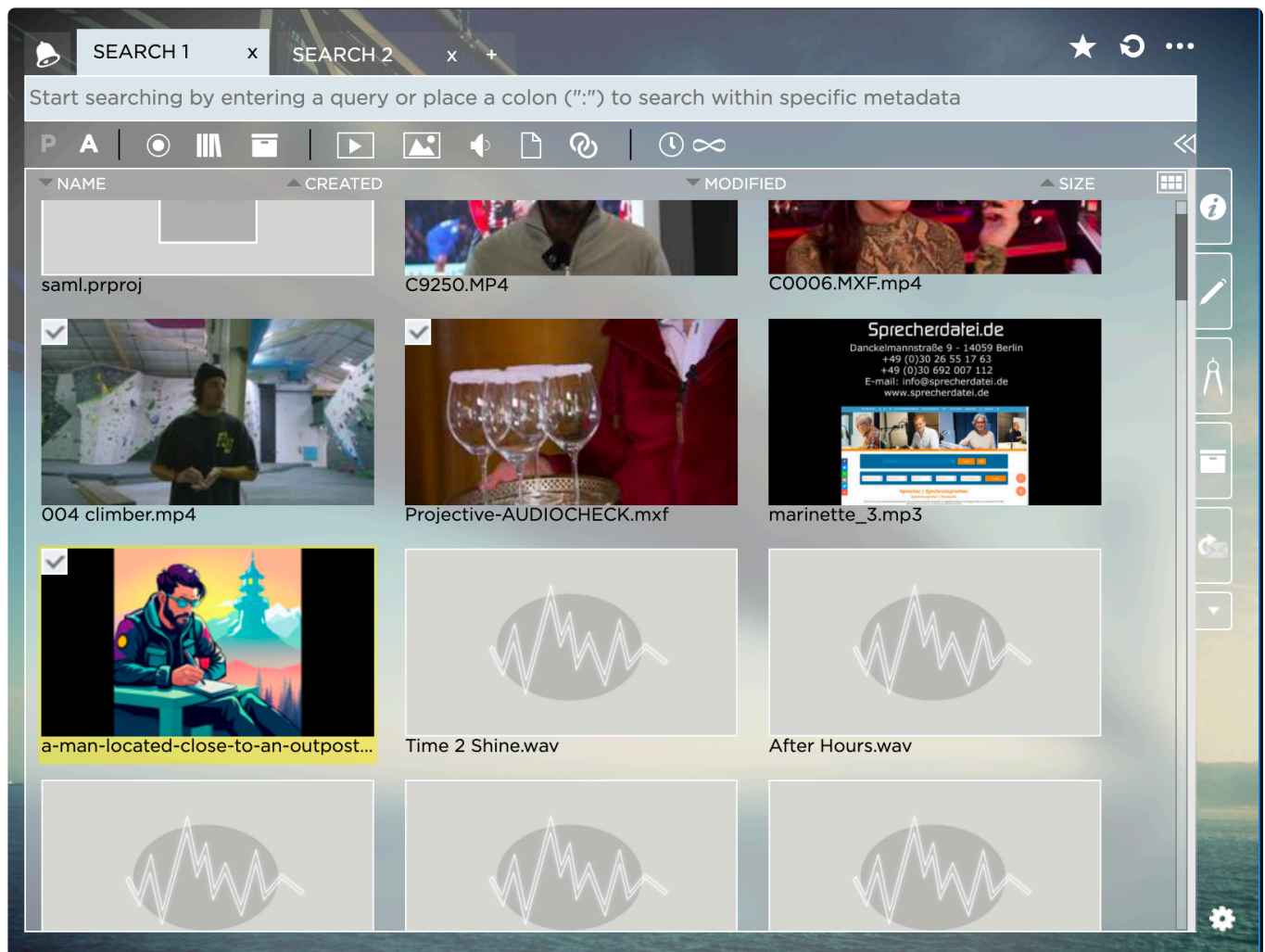
3. Now Right-Click on the any of the selected files and click on "Import Files"
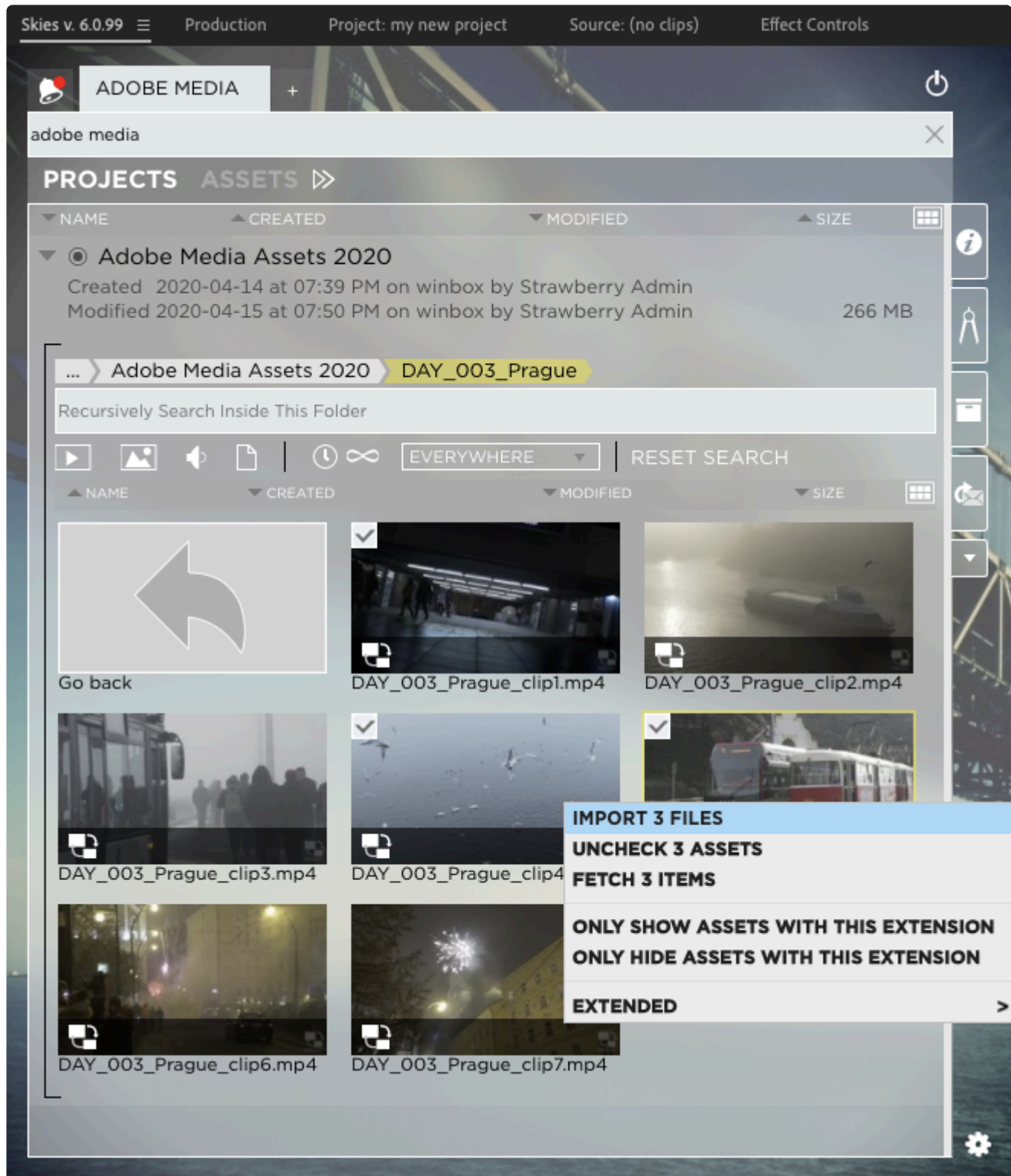
4. Once the files have been downloaded they will be immediately imported into your active Adobe Premiere project

5. Drag and drop one of the download editing proxies into the sequence created in the section **Sequence Preparation** above

6. When prompted whether to "Change sequence settings" or "Keep existing settings" please select to keep the existing settings
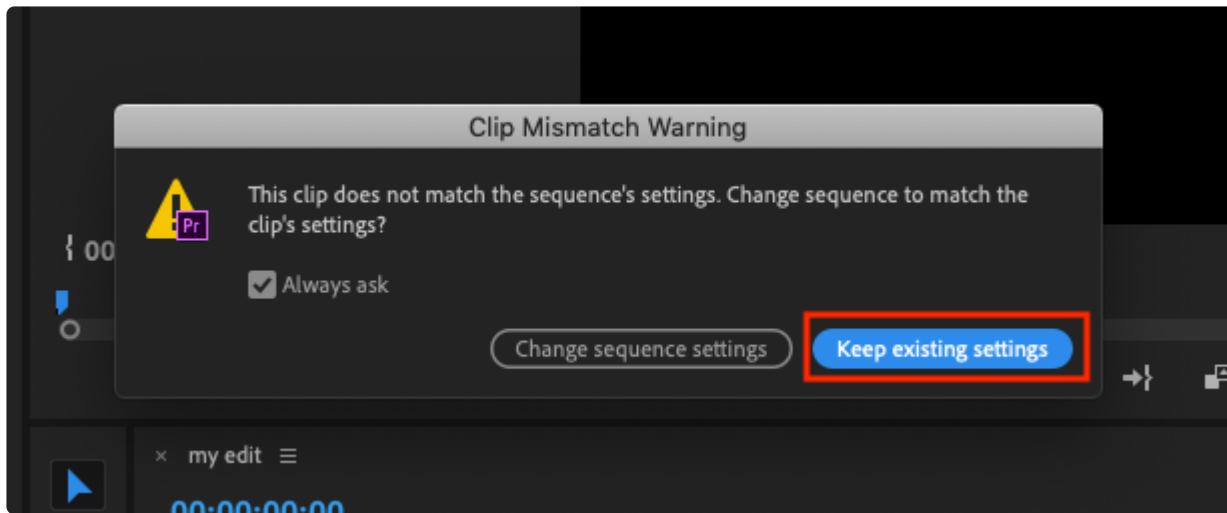
7. If you see a black frame around the clip in the sequence preview, then right-click on the clip in the sequence and then click on "Scale to Frame Size". You need to repeat this step for every asset that you drag and drop into your sequence or your can select multiple sequence assets at once and perform the scaling on all of them simultaneously.
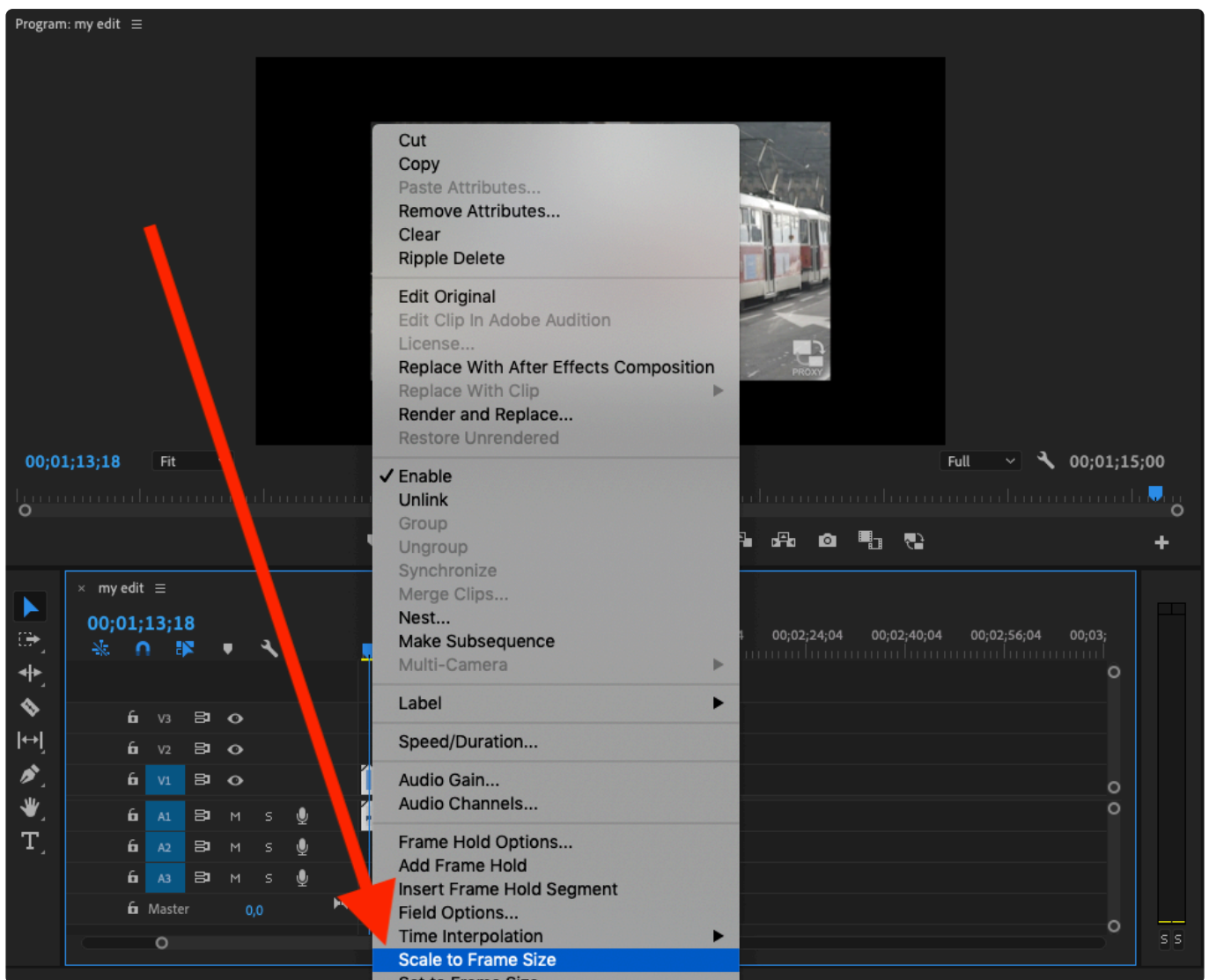
8. You can now start the editing process. Keep in mind to repeat the above steps for every new sequence that you create inside your project

Last modified: Apr 29, 2020

4.4.3.4. Uploading the Project to the On-Premise System

You can upload your remote editing project back to the on-premise system into a new or existing Strawberry project.

Uploading the Remote Editing Project to a New Strawberry Project

1. In the Skies panel, click on the "star" icon in the upper right corner
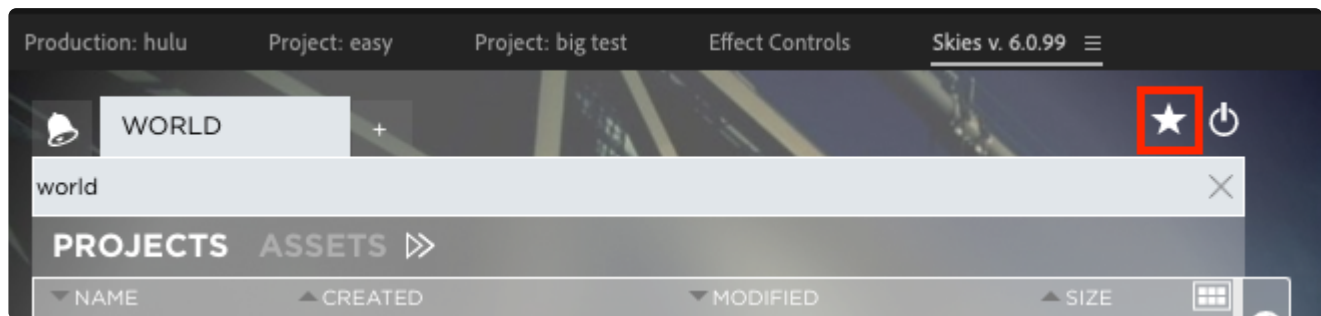
2. Provide the usual metadata, templates, and access rights. Click here if you don't know how to create a Strawberry project.

3. Proceed with step 3 of the below section "Uploading the Remote Editing Project to an Existing Strawberry Project"

Uploading the Remote Editing Project to an Existing Strawberry Project

1. In the Skies panel, select the project to which you want to upload your remote editing project
2. Right-click on the project name and click on "Upload Premiere Project"
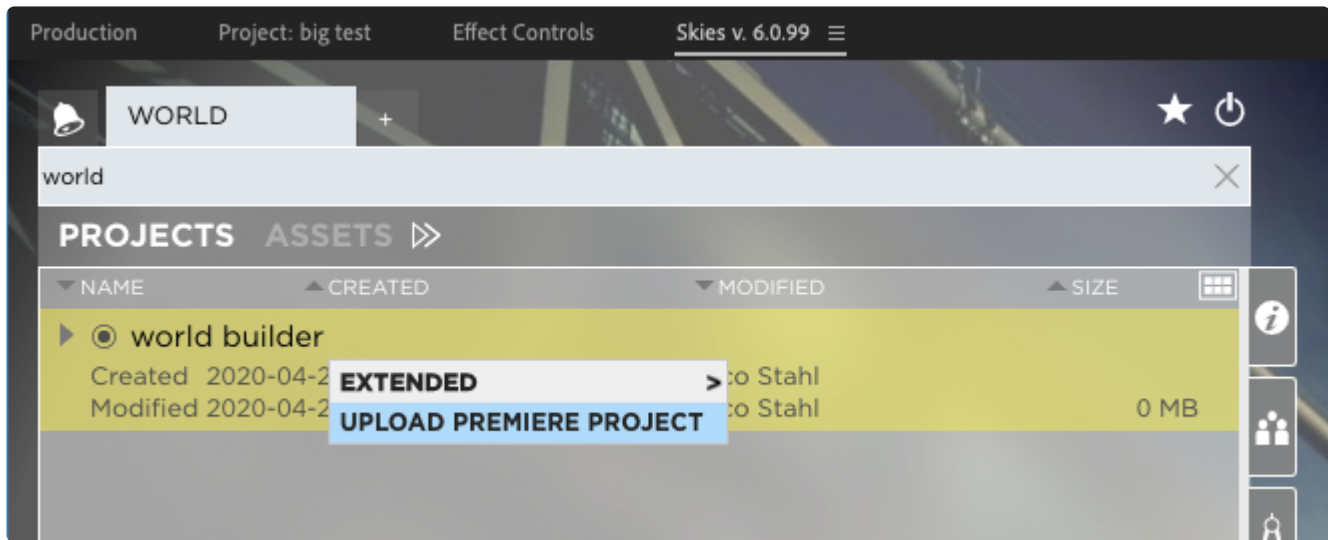
3. In the "Select Content to Upload" window, you are presented with the following options
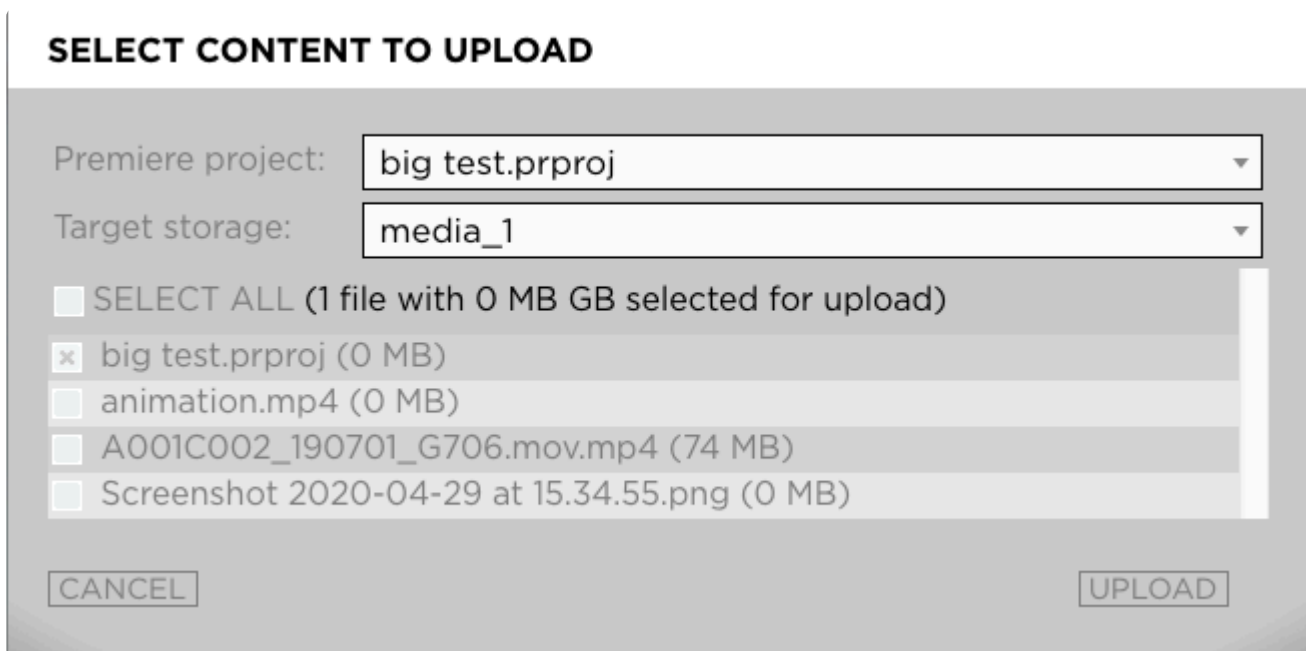
- Premiere Project: If one than more project is opened in Premiere, you will need to select the one that you want to upload
- Target Storage: If Strawberry is managing more than one storage on the on-premise system, then you need to select the storage to which the content should be uploaded. If the on-prem Strawberry is managing one storage only, then the "Target Storage" selection menu will not be shown.
- List of local files: If the Premiere project you are about to upload contains local media, then you need to select which of these files should be uploaded. Editing proxies are not considered local media, which is why they don't appear in that list. They are not required for the conforming workflow either.

3. Make your choices and press the "Upload" button
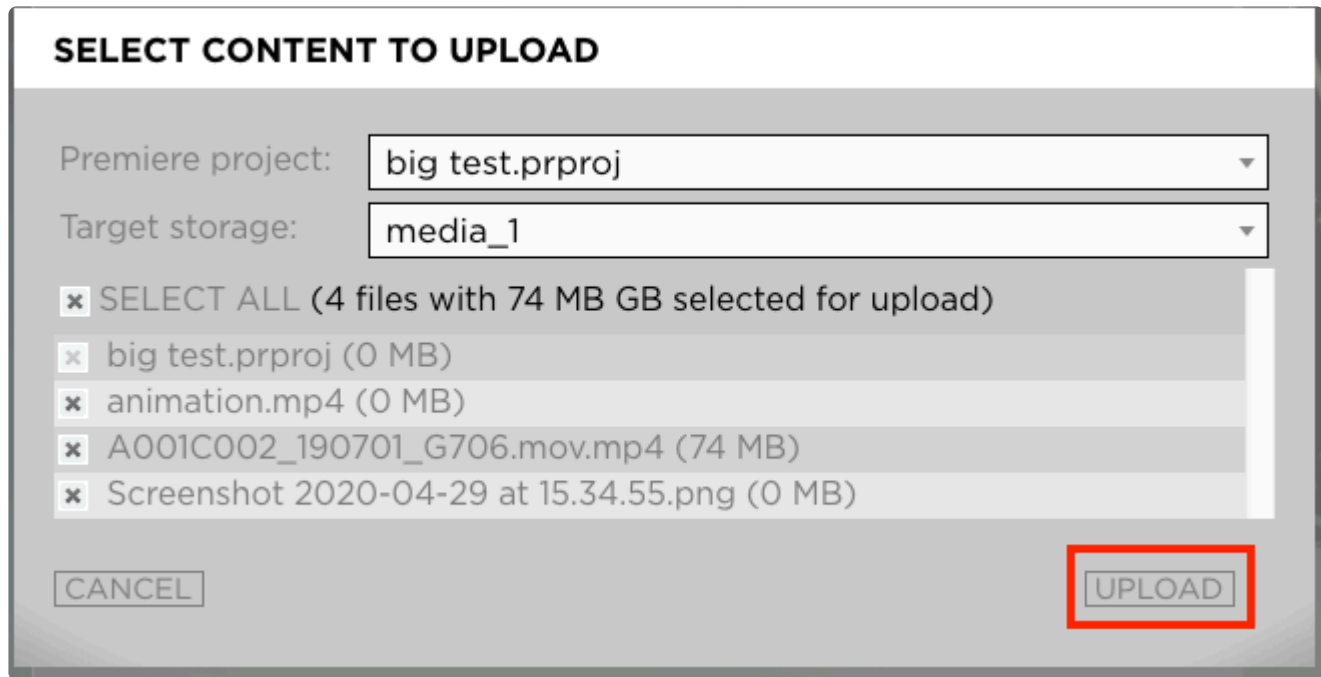
- The files will now be upload to the project and dropped into a folder called "Skies Uploads/Premiere-Projectname/Date"

4. Once the upload has been completed you will see a success message. Click "OK"

Last modified: May 06, 2020

4.4.3.5. Conforming the Project

1. Open the on-premise Strawberry client application and login with your credentials
2. Navigate to the Strawberry project to which the remote editing project has been uploaded
3. Open the project by clicking on the "Open" button
4. Navigate to the Premiere project file and double-click on it to open it in Premiere. The project file is located inside:

```
Skies Uploads\projectname-folder\date-folder\
```

5. Once Premiere has launched, it will inform you that all of the media in the project is missing. This is normal as the editing proxies are not located in this project. They also not needed for the conforming process.

6. Click on the "Offline All" button to proceed
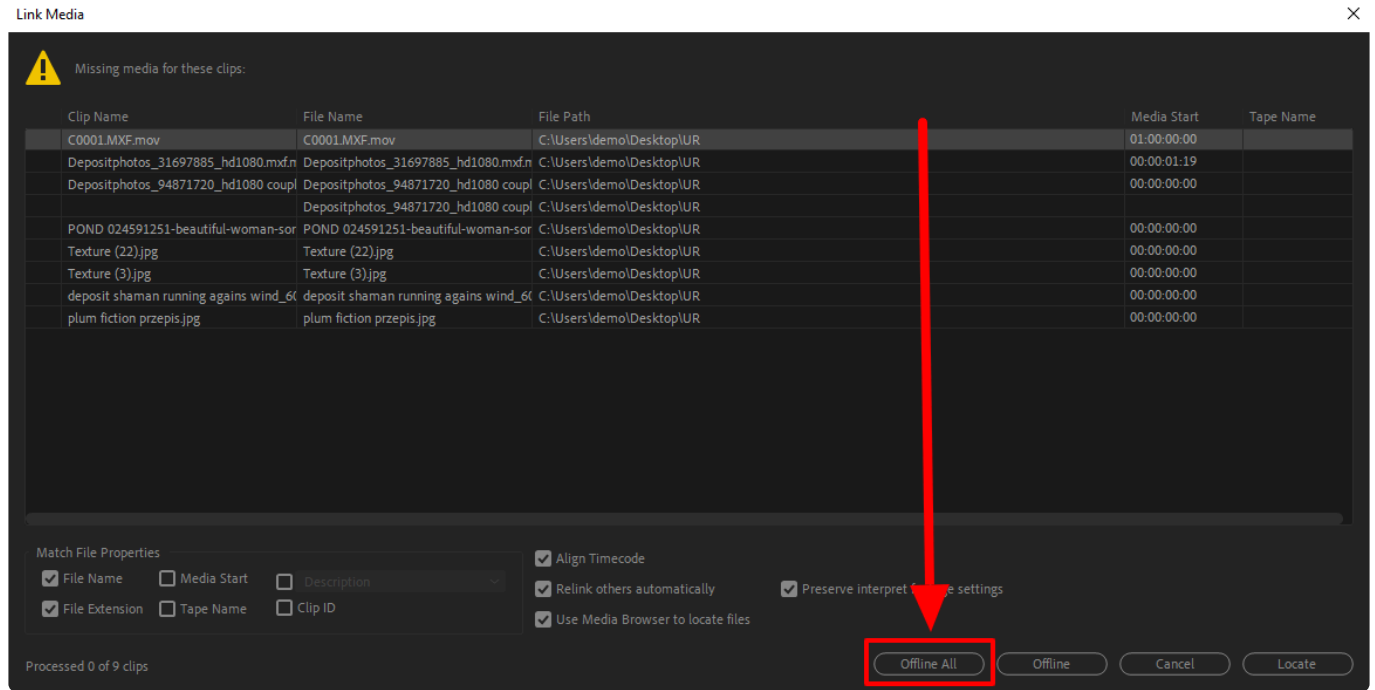
7. In Premiere navigate to "Window → Extensions" and click on the Strawberry panel extension
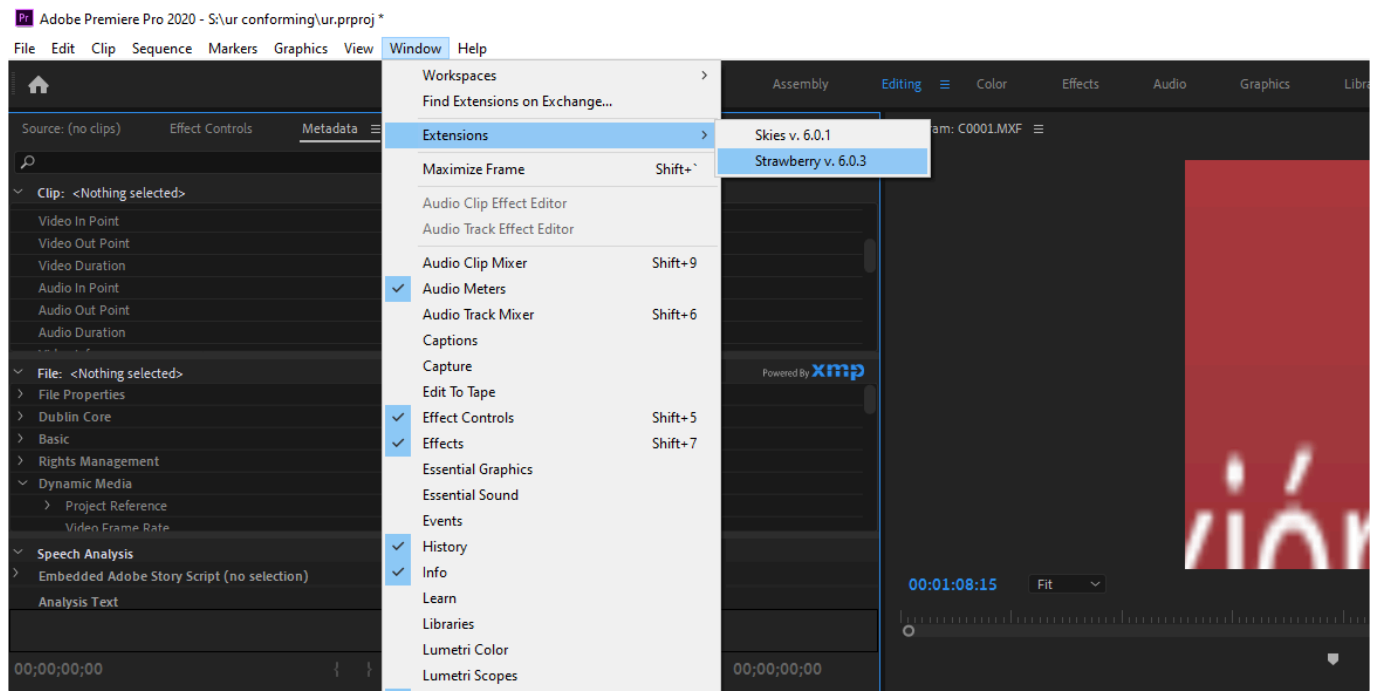
8. As soon as the panel has launched it will inform you that the open project is a "remote editing project"

created based on editing proxies. You are asked whether you would like to relink the offline editing proxies back to their original HighRes media files. Click "Yes" to start the conforming process or "Cancel" to abort.
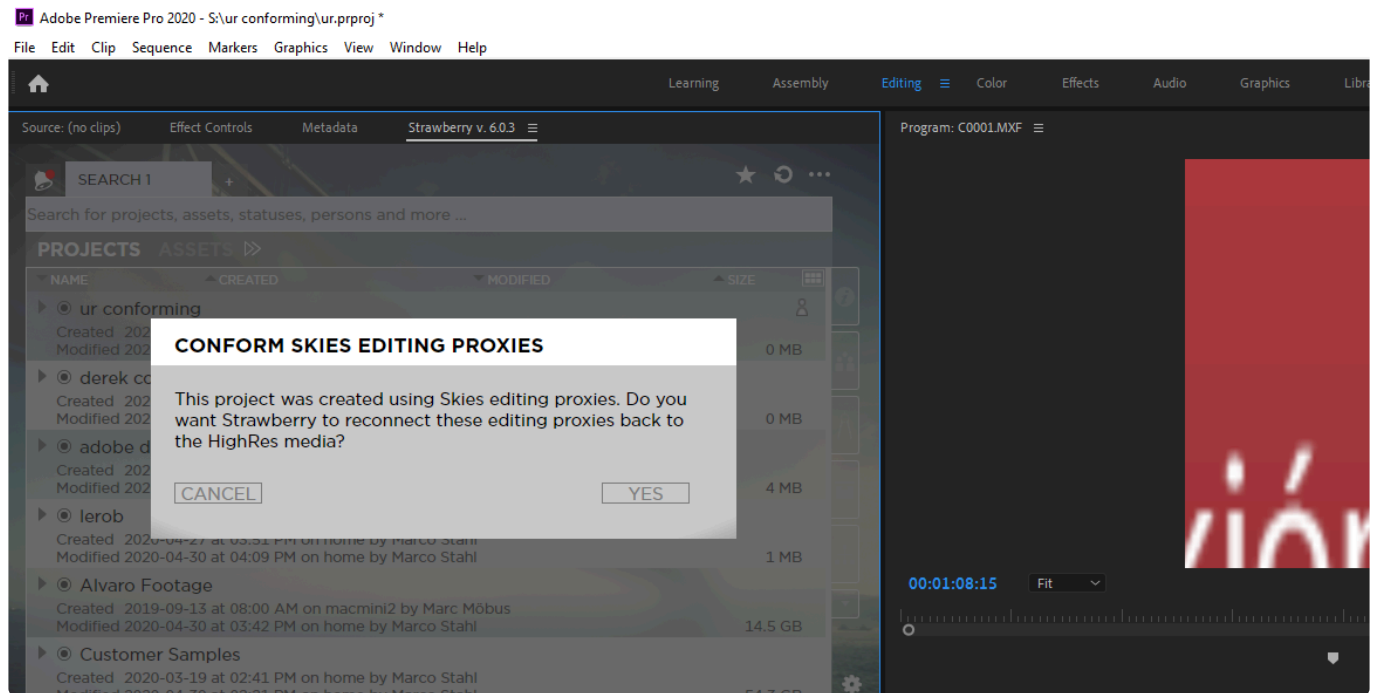
9. Once the conforming process has been completed you will be reminded to review the Premiere sequence settings of the conformed sequences. Press "OK" to proceed.
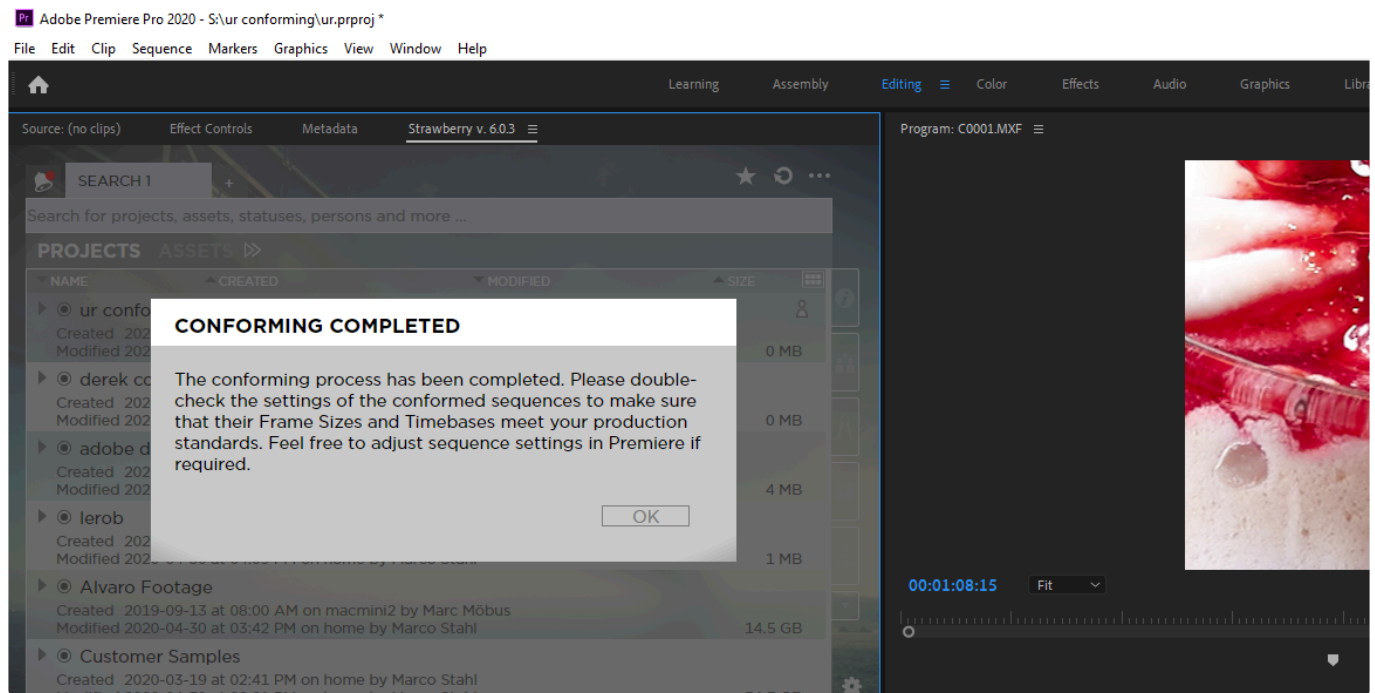
10. Right-click on one of the conformed sequences and select "Sequence Settings" from the context menu
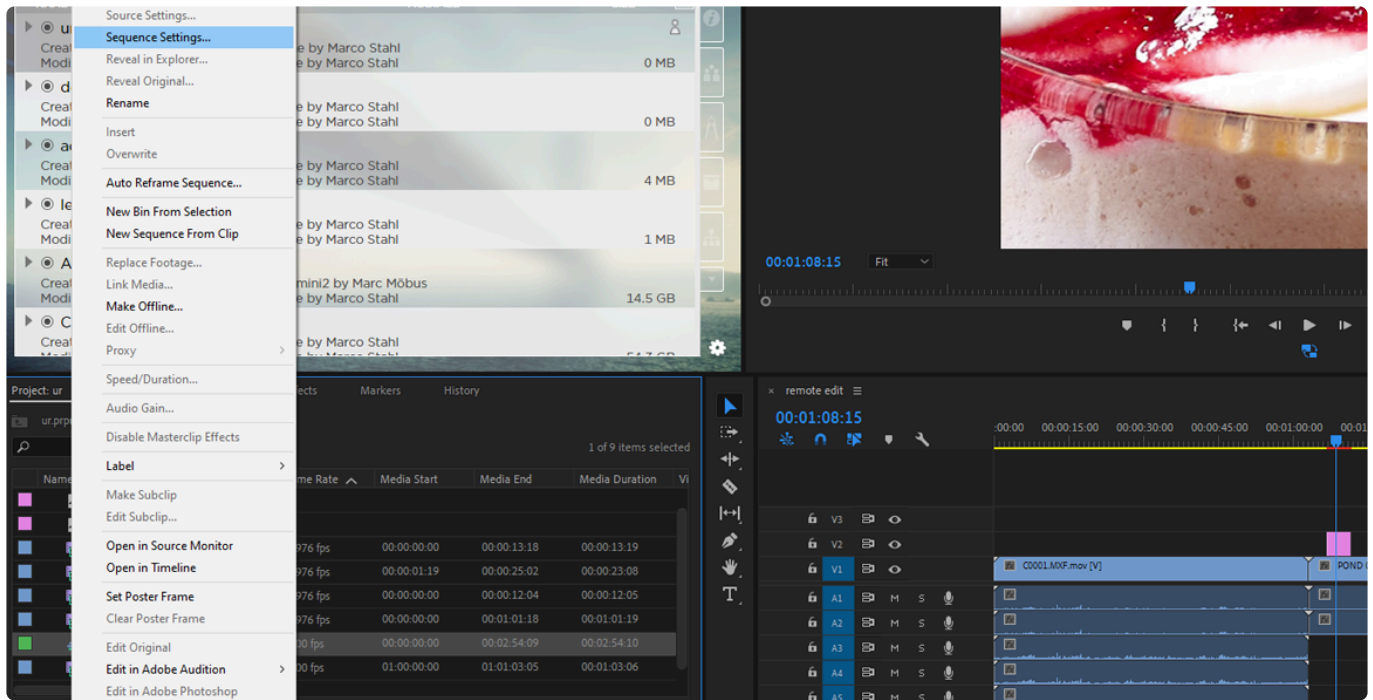
11. Check the sequence settings and adjust if needed. Repeat steps 9 and 10 for all conformed sequences.

Troubleshooting

If you have encountered issues during or after the conforming process please visit the troubleshooting section for additional help.

Last modified: May 14, 2020

4.4.3.5.1. Conforming Troubleshooting

Please select the type of error that you have encountered.

Error Type

- Clips in Timeline Show Diagonal Lines
- File Import Failure: The importer reported a generic error
- Failed to import: Filename – Invalid response

Last modified: May 13, 2020

4.4.3.5.1.1. Clips in Timeline Show Diagonal Lines (Danger Stripes)

When editing with Premiere on multiple computers and disks, it might occur that some clips in the timeline show diagonal lines, also referred to as "Danger stripes". Timeline clips that have these lines do

not playback in the sequence monitor but a black picture is shown instead.
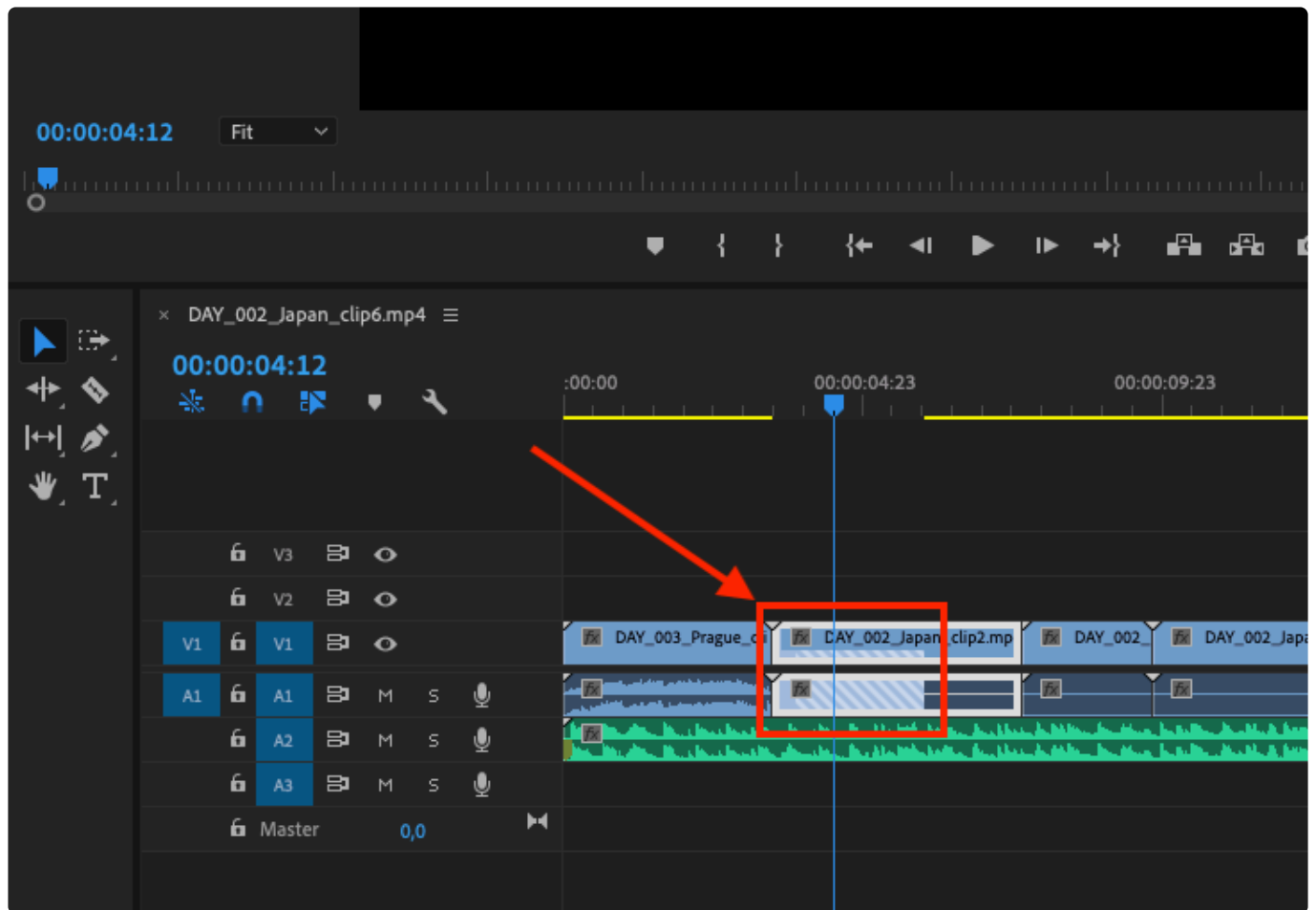
Luckily, it is quite easy to fix this issue.

1. Navigate the mouse to the sequence and right-click on the clip that shows the danger stripes
2. Select "Reveal in Project" from the context menu
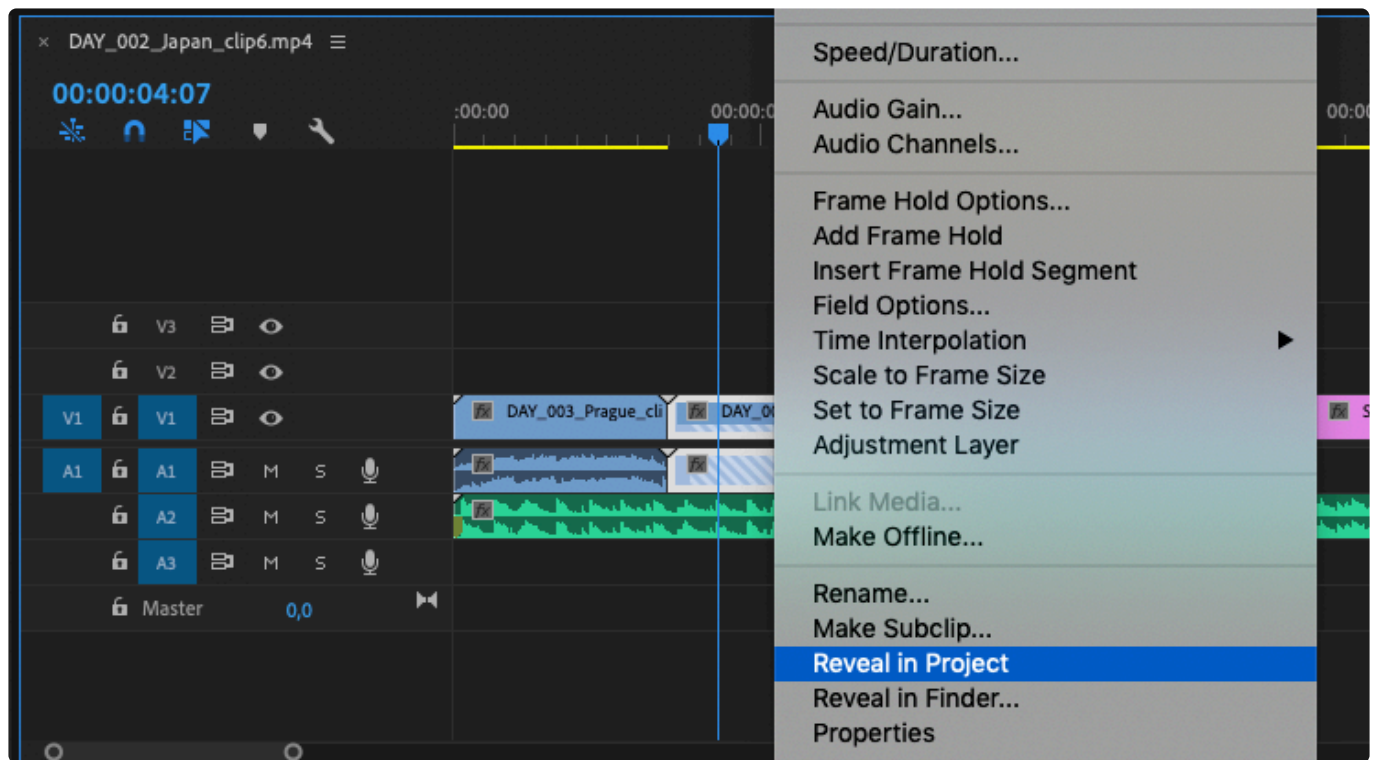
3. The clip is now highlighted in your project window

4. Now right-click on the clip in the timeline again and then select "Replace With Clip → From Bin"
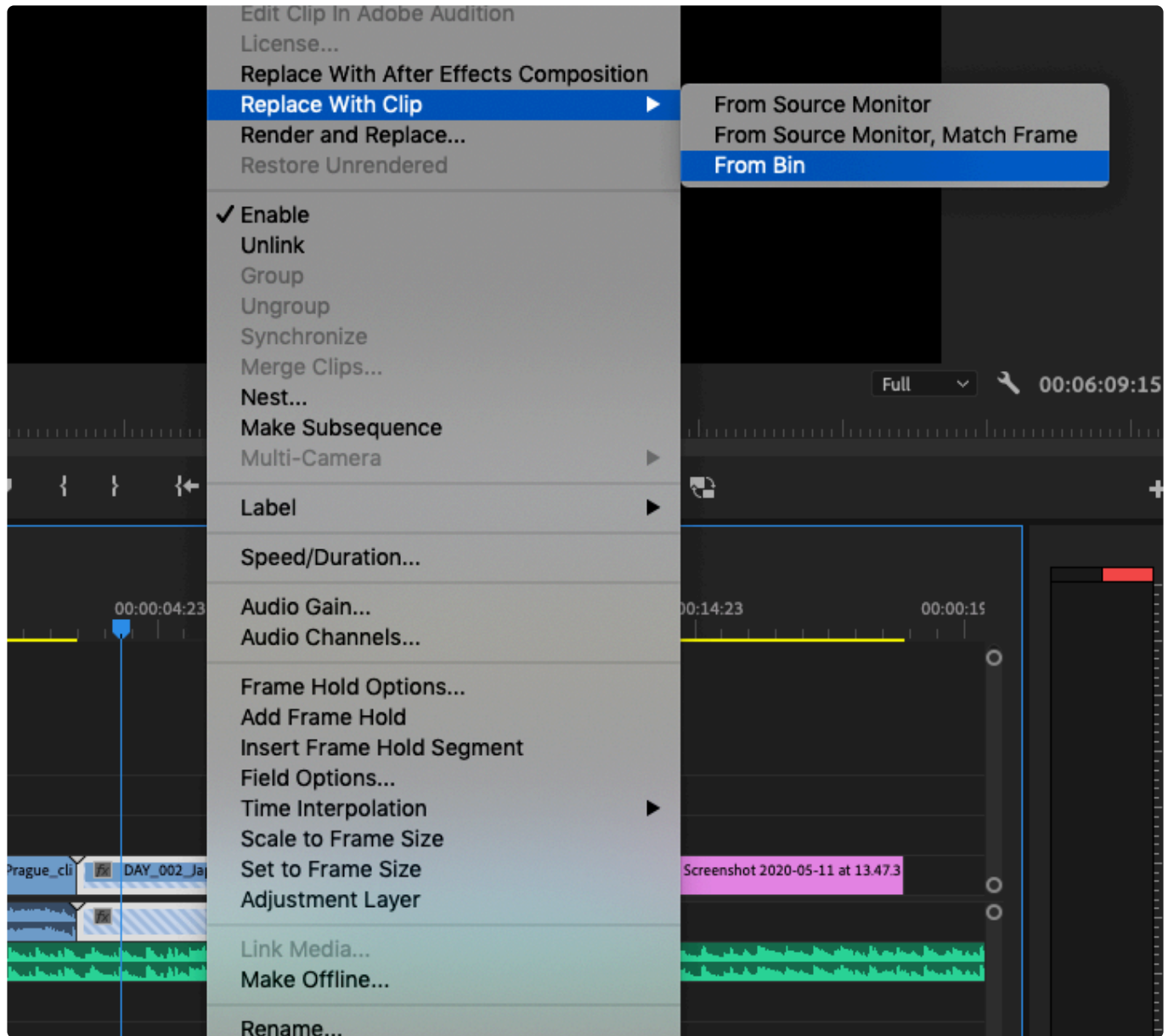
5. The clip should now be fully usable again

4.4.3.5.1.2. File Import Failure: The importer reported a generic error

File Import Failure: The importer reported a generic error

Error Info

The error is shown in Adobe Premiere and is likely caused by insufficient file permissions resulting in Premiere being unable to import the file.

Workaround

1. Close the error message by pressing the "OK" button
2. In the Strawberry Adobe panel extension, click on the "Sync" button
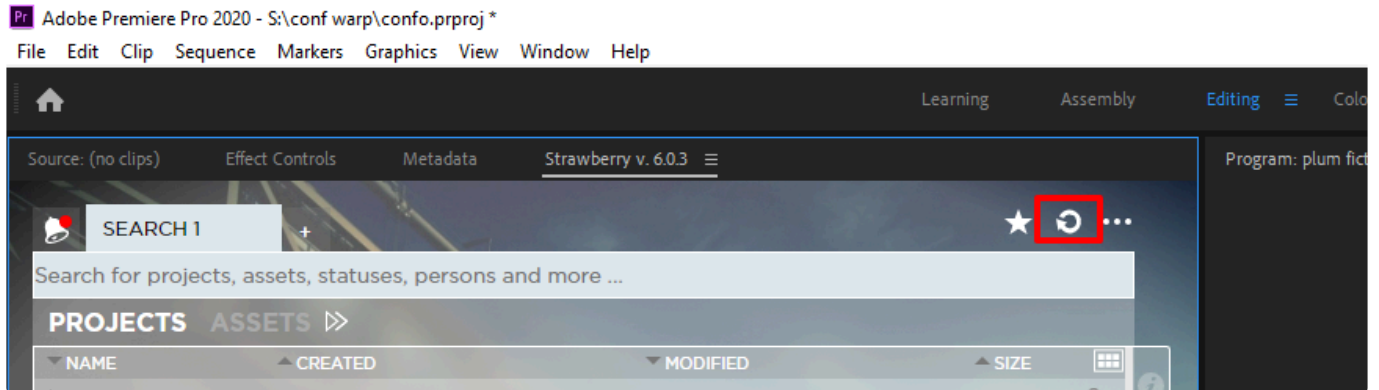
3. Wait for 10 seconds
4. Now press the "More Options" button
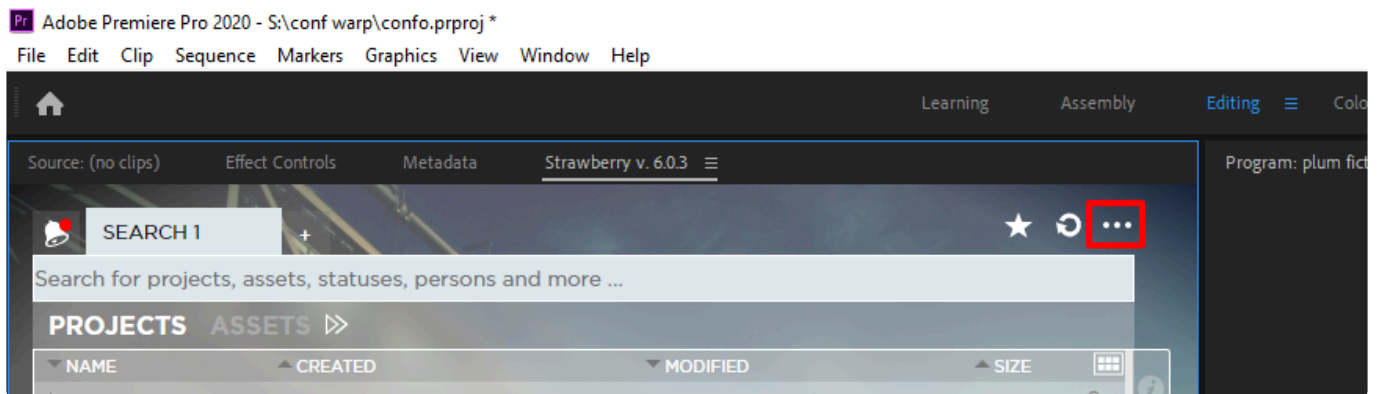
5. Click on the "Conform Project" tab and then press the "Conform Project" button
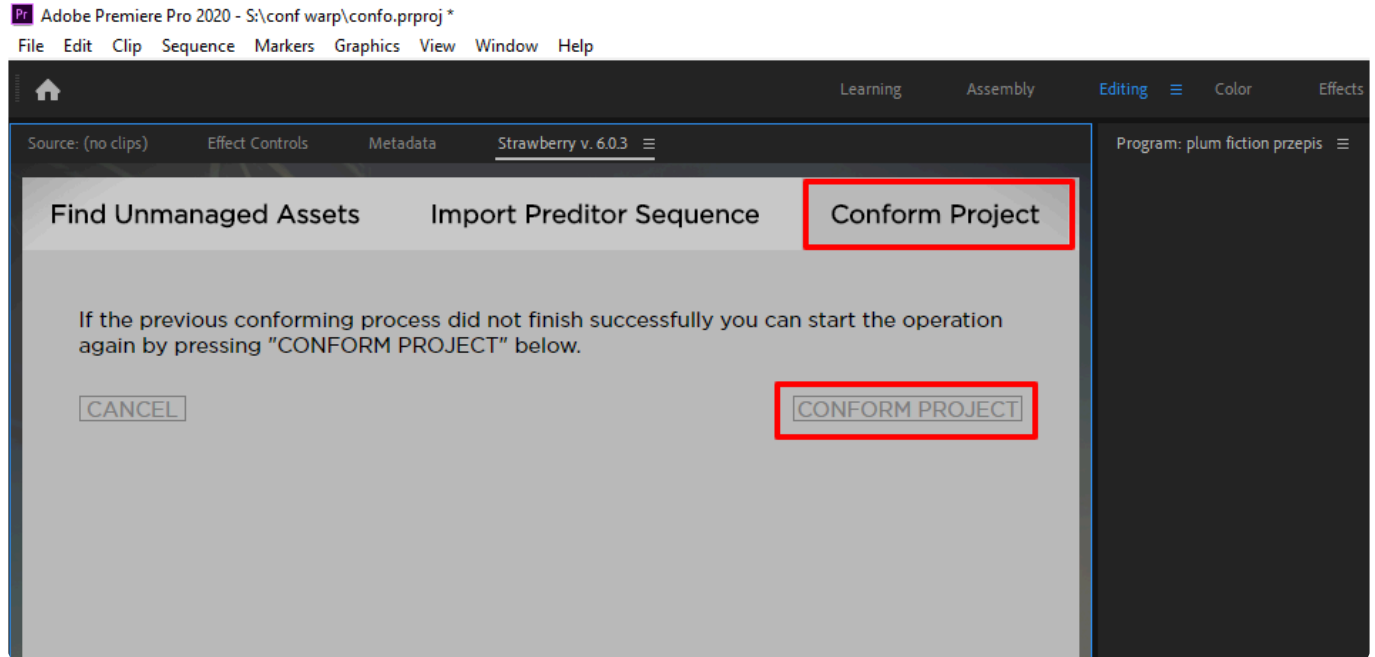
Last modified: May 04, 2020

4.4.3.5.1.3. Failed to import: Filename – Invalid response

On some storages, only the main group of a user is used to validate the permissions. Since NGINX is running as www-data:strawberry it can not access
directories and files owned by strawberry:www-data even though the www-data user also is in the www-data group. A workaround for this issue is in place. Please contact your support team for help.

Last modified: May 04, 2020

4.5. The Communications System

About

In today's fast-paced digital media workflows, many productions struggle with content-focused communication. Discussions and ideas are usually spread over various email chains, chat applications & even online video platforms. Inefficient communication eats up significant chunks of time and naturally results in errors and frustration. Imagine how much time you could save, simply by keeping communication content-focused across your entire organization. This is what Strawberry's new Communication System is all about! It simplifies interactions between users, keeping everybody up to date about their Strawberry-managed projects, assets and workflow tasks.

• Click here to get to the Communications System Admin Guide

Last modified: Jan 16, 2020

4.6. Watchfolders & Libraries

- [Click here to learn how to set up and configure watchfolders within Strawberry](#)

Last modified: Jan 16, 2020

5. Related Resources & Tips

Contents

- [Strawberry](#)
- [Shared Storage](#)
- [Third-party Applications](#)

Last modified: Aug 30, 2023

5.1. Strawberry

Contents

- [About Fingerprinting](#)
- [About Open Projects Limits](#)
- [About Project Size Calculation](#)
- [About Proxy Files](#)
- [About the Snapshot Directory](#)
- [About Team Quotas](#)
- [API Documentation](#)
- [Boolean Search](#)
- [How to determine if your Strawberry server is running in Classic Mode (CM) or Shared Edits Mode (SEM)](#)
- [Identifying your Strawberry Versions & Activated Features](#)
- [Strawberry Folder Structure](#)
- [Strong Password Criteria](#)
- [Supported Unix Time Modifiers](#)

Last modified: Aug 30, 2023

5.1.1. API Documentation

The latest Strawberry API documentation [can be accessed from our Website](#).

Last modified: Aug 19, 2020

5.1.2. Boolean Search

Boolean searching is built on a method of symbolic logic. Boolean search techniques can be used to carry out effective searches, cutting out many unrelated documents. Strawberry supports the following Boolean search operators:

AND ([SPACE])

Using [SPACE] (AND) narrows down a search by combining terms; it will retrieve objects that use all the

search terms you specify, as in this example:

• "Portland Oregon" (will search for assets and projects matching both criteria)
• "Footage Berlin" (will search for assets and projects matching both criteria)
• "Elvis mp3" (will search for assets and projects matching both criteria)

OR (or)

Using OR broadens a search to include results that contain either of the words you type in. OR is a good tool to use when there are several common spellings or synonyms of a word, as in this example:

• liberal or democrat (will search for assets and projects matching one of the criteria)
• wav or mp3 (will search for assets and projects matching one of the criteria)
• lake or sea (will search for assets and projects matching one of the criteria)

NOT (-)

Using NOT will narrow a search by excluding certain search terms. NOT retrieves documents that contain the first, but not the second of the search terms entered, as in this example:

"Oregon -travel" (will search for assets and projects excluding one criteria) "
"Music" -Wav" (will search for assets and projects excluding one criteria)
"Ocean" -Fish" (will search for assets and projects excluding one criteria)

Last modified: Aug 19, 2020

5.1.3. Editing Proxies Requirements & Limitations

Requirements for Video Files

For Strawberry to be able to create editing proxies, the source files must meet all of the following criteria:

• A streamable preview proxy exists in Strawberry.
• The source file is in a project or library that is located on the production (online) storage.
• The source file has video and audio wrapped inside a single container (e.g. .mov or .mxf)

Limitations

The following example file types can not currently be converted into editing proxies:

• Image Sequences
• OP Atom MXF files (as each video and audio track is a separate file on the storage).
• P2 media (as video and audio tracks are distributed across various card folders).
• Red Camera footage.
• Any file that is in the archive.

Requirements for Audio and Image files

Audio and image files imported via the Skies panel will remain "untouched", meaning they will be downloaded and imported "as is" without any prior encoding or conversion.

Last modified: Jun 30, 2023

5.1.4. How to determine if your Strawberry server is running in Classic Mode (CM) or Shared Edits Mode (SEM)

1. Login to the Strawberry Admin panel
2. Click on the "Misc" tab
3. Expand the "Versions & License" bar by clicking on it
4. The "Mode" row located under "License Info" will provide you with the info in which mode your Strawberry server is running

VERSIONS & LICENSE >

BASE SYSTEM	
Backend	5.4.0 e177d67e6/feature/validate-mount-target
Frontend	1cc959165/feature/media-browser-import
Preditor	312f11ebb/develop

ADD-ONS	
Communications System	Activated
Libraries	Activated
Preditor	Activated

LICENSE INFO	
Name	systemx
Organization	Flavoursys
Email	info@flavoursys.com
Mode	Classic Mode (CM)
Seats	13
Machine ID	Y3B1IDE2IGRtaSA4NThGOTA2My03OERDLTM2MEEtQjdBQS0wRkNDOUVBOEEzODUgaGQgNTE0NzUwNjggbWFjIDAwOjE0OjVlOmJiNjOjBjIG1bSA4MDU4OTQw
Created at	2018-03-01
Expiration date	2018-09-01
Workers	6

NEW LICENSE

Last modified: Aug 19, 2020

5.1.5. Identifying your Strawberry Versions & Activated Features

Identifying the Installed Strawberry Desktop Client Version

1. Open the Strawberry Client Application and login with your credentials
2. Click on the settings wheel in the lower right corner of the user interface
3. Click on the **Versions** tab
4. The Client version number is provided within the first row of the versions list

General	Design	Versions

Client	Strawberry Client 5.0.4
Strawberry	5.0.6
Backend	5.0.6
Frontend	5.0.5
Preditor	5.0.4
Strawrage	5.0.4 (Gem), 5.0.4 (Library)
Server	200.0.0.181

CLOSE   COPY TO CLIPBOARD
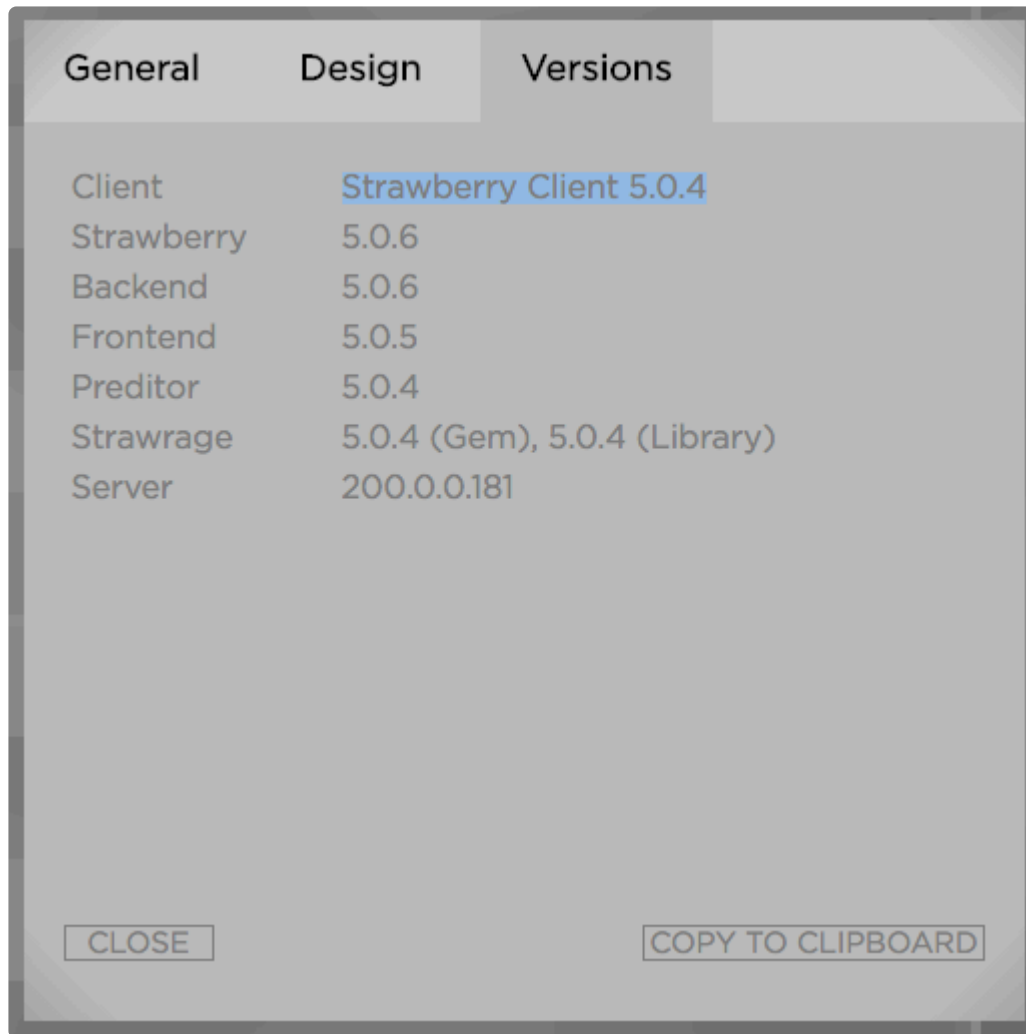
Identifying the Installed Strawberry Adobe Panel Version

1. Open a Strawberry project that contains an Adobe Adobe Premiere Pro CC or After Effects CC project file
2. Open that project in PR or AE
3. In the upper menu bar, click on **Window** and then on **Extensions**
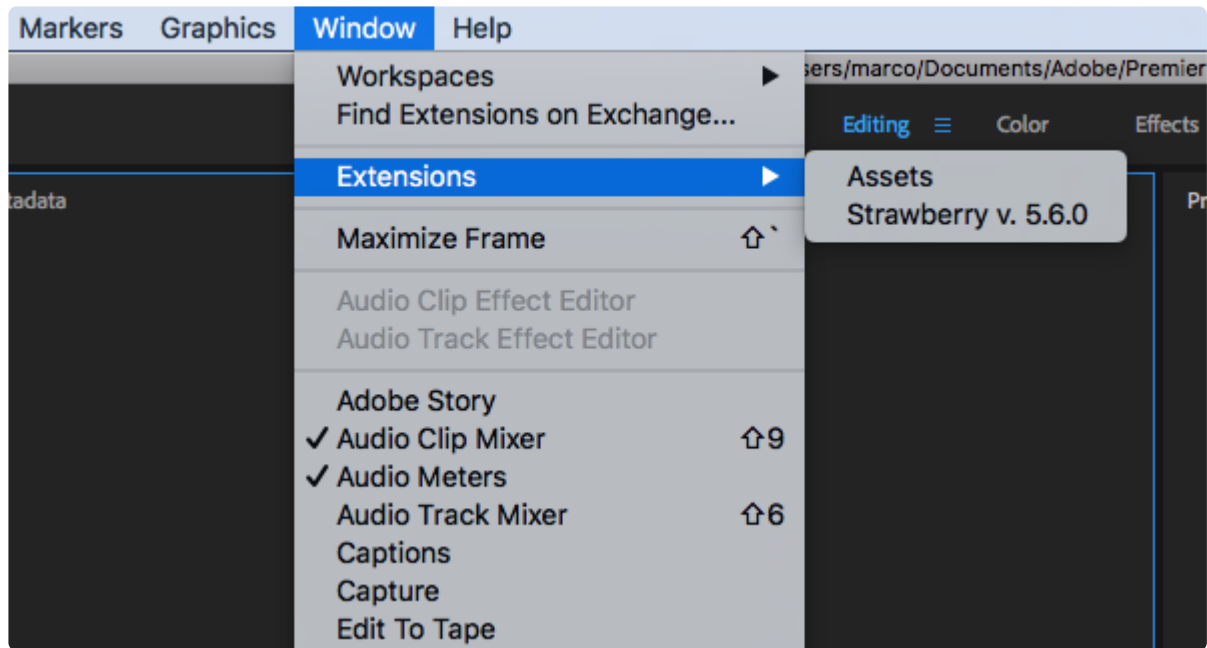
Identifying the Installed Strawberry Server Version

1. Open the Strawberry Admin panel and log in with your credentials
2. Click on the **Misc** tab
3. Scroll down and click on the "Versions & License" bar

```
VERSIONS & LICENSE  >

BASE SYSTEM
Strawberry                              5.4.3
Backend                                 5.4.3
Frontend                                5.4.3
Preditor                                5.4.3


ADD-ONS
Communications System                   Activated
Libraries                               Activated
Preditor                                Activated


LICENSE INFO
Name                                    Marc Moebus
Organization                            FlavourSys DemoBerry
Email                                   marc@flavoursys.com
Mode                                    Classic Mode (CM)
Seats                                   4
Machine ID                              Y3B1IDEyIGhkIDQ3ODk3MzQzNiBtYW
Created at                              2018-03-20
Expiration date                         Unlimited
Workers                                 6
```

Last modified: Jul 02, 2021

5.1.6. Recommended Settings for Skies Editing Proxies

The editing proxies that are downloaded & imported by the Skies Adobe panel are based on the standard streaming proxies which Strawberry creates on a continuous basis. In order to increase the editing proxy quality and help users to visually distinguish editing proxies from HighRes media, the following settings are recommended for Strawberry proxy files.

Proxy Resolution and Bitrate

We recommended configuring proxy files to the "Same as Source" preset. This will result in proxies having the same resolution as their HighRes media counterparts, which simplifies the process of relinking the editing proxies back to their source files (conforming).

• Related Chapter: Proxy File Configuration
• Related Chapter: Streaming Proxy Resolutions and Bitrates

Visual Watermarking

Visual watermarks help to distinguish editing proxies from HighRes media files. If you are already using visual watermarking within Strawberry, you may keep your current settings unchanged. Alternatively, you can create and upload your own watermark or use our template instead.

- Download: Editing Proxy Watermark Templates
- Related Chapter: Proxy File Configuration

Last modified: Sep 15, 2020

5.1.7. Proxy Resolutions and Bitrates

Strawberry preview proxy files are encoded using the following bitrates:

Same as Source

- The resolution of proxies created under this preset is the same as the resolution of their source media assets
- Bitrate: Resolution-dependant but never higher than 18000 Kbit/sec
- Size: 1 minute of video: Resolution-dependant but never higher than 135MB

1920×1080

- Bitrate: 5000k/sec (Variable)
- Size: 1 minute of video = ~28MB

1280×720

- Bitrate: 2500k/sec (Variable)
- Size: 1 minute of video = ~15MB

640×360

- Bitrate: 800k/sec (Variable)
- Size: 1 minute of video = ~7MB

Last modified: Sep 15, 2020

5.1.8. Strawberry Adobe Panel Installation via Third-Party Extension Manager

If the default panel installation method does not work for you, you can use this alternative way of installation.

1. Download and install Anastasiy's Extension Manager

2. Download the latest Strawberry Adobe Premiere CC Panel that matches your current Strawberry version: https://projective.io/support/product-downloads/

3. Close all Adobe CC applications running on your computer

4. Extract the .zip to a local hard drive (the installation will NOT work from a network or USB location)

5. Open Anastasiy's Extension Manager

6. Drag & drop the .ZXP file from the extracted package to the Anastasiy's Extension Manager window and follow the on-screen instruction

✱ If you see an error message instead, please review the error code on the following website: https://helpx.adobe.com/exchange/kb/error-codes.html

7. Make sure that the Premiere Media Preferences are set accordingly to our recommendations

Last modified: Feb 14, 2023

5.1.9. Catalina: Installation Guide

Introduction

To increase overall system security, macOS Catalina has introduced a number of new security measures for third-party applications. These measures, however, make the installation process of applications for Catalina less convenient than for older macOS versions.

❗ The following steps won't work if you are connecting to the macOS machine via Remote Desktop, or if the mouse/trackpad is emulated by a 3rd party application (MagicPrefs, BetterTouchTool, Synergy, etc.). If you already have installed the app and cannot load it because of blocked system extensions, please click here for more help.

Installing the Strawberry Client on Catalina

1. Run the client installer and follow the on-screen instructions

2. Start the client

3. When starting the client for the first time, you will be greeted with the following message:
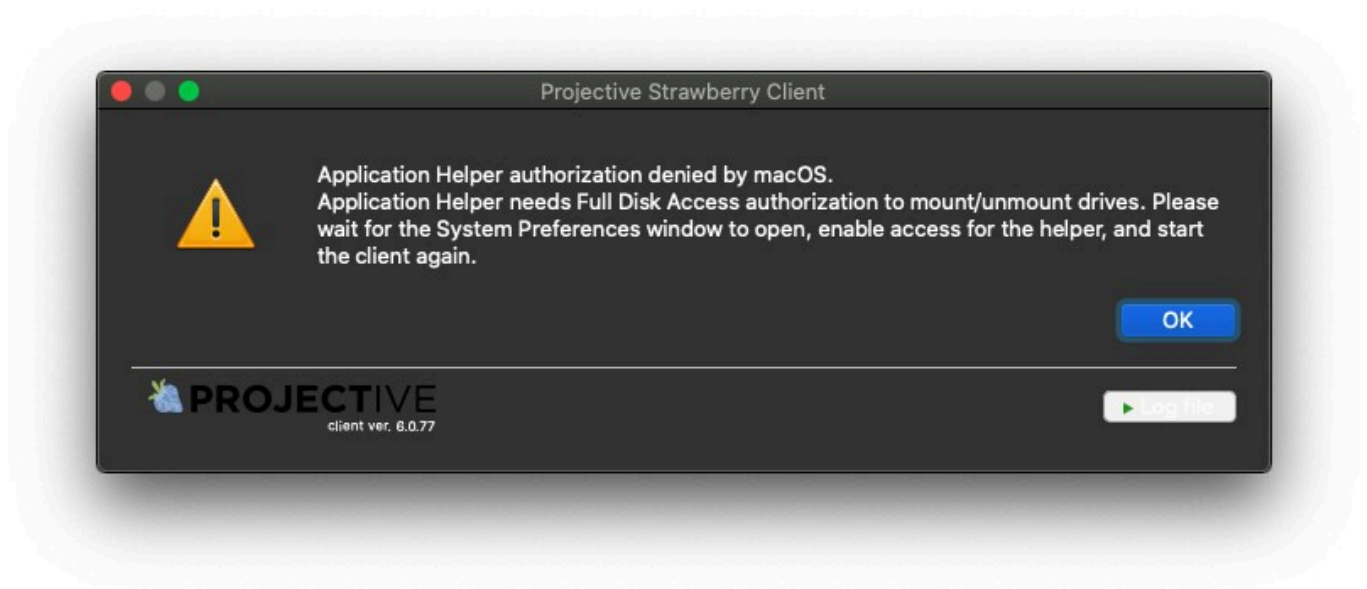
4. Click "OK" and wait for the system preferences window to pop up

5. Click on the lock in the lower-left corner and provide the administrator credentials
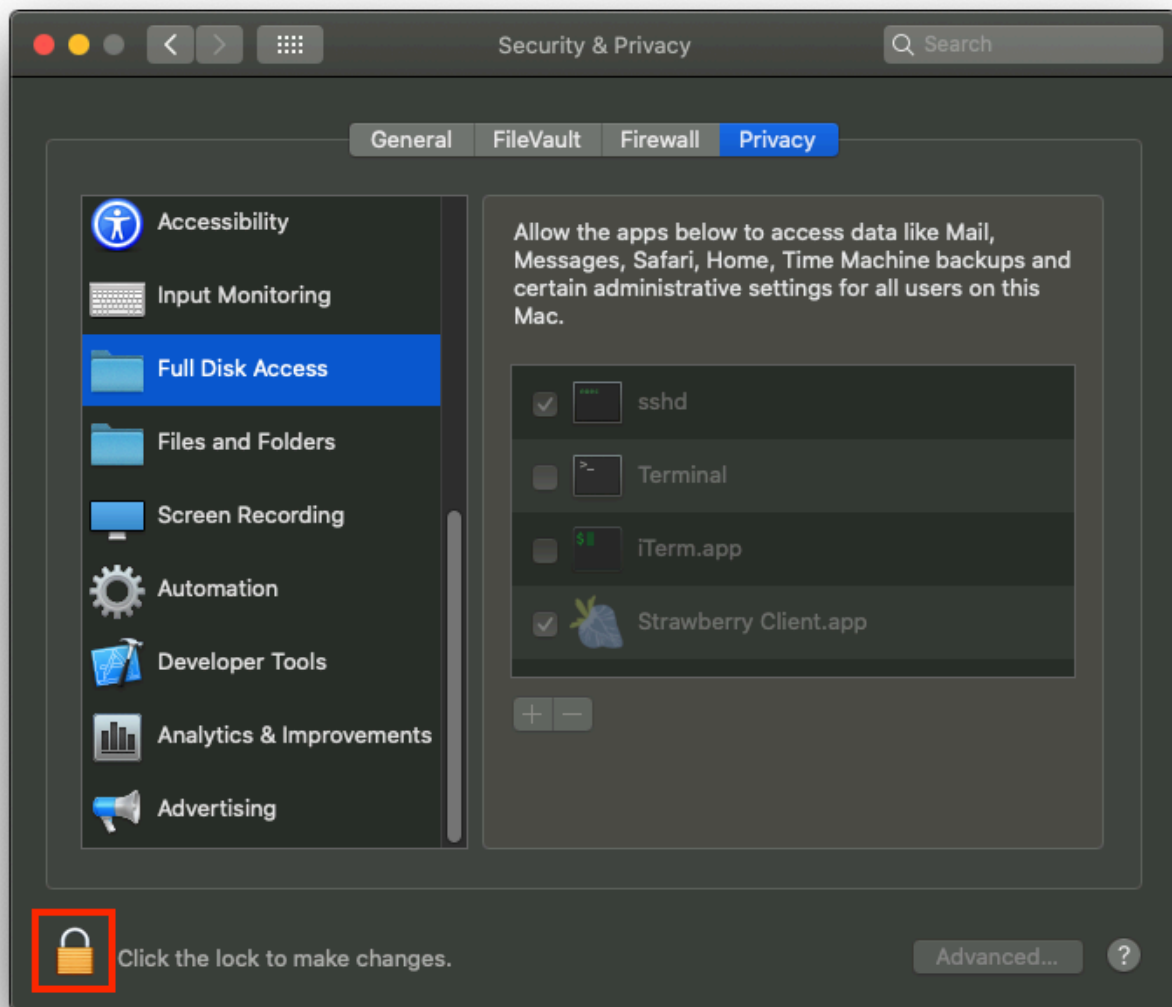
6. Click on "Full Disk Access" and check the box next to "Strawberry Client.app"
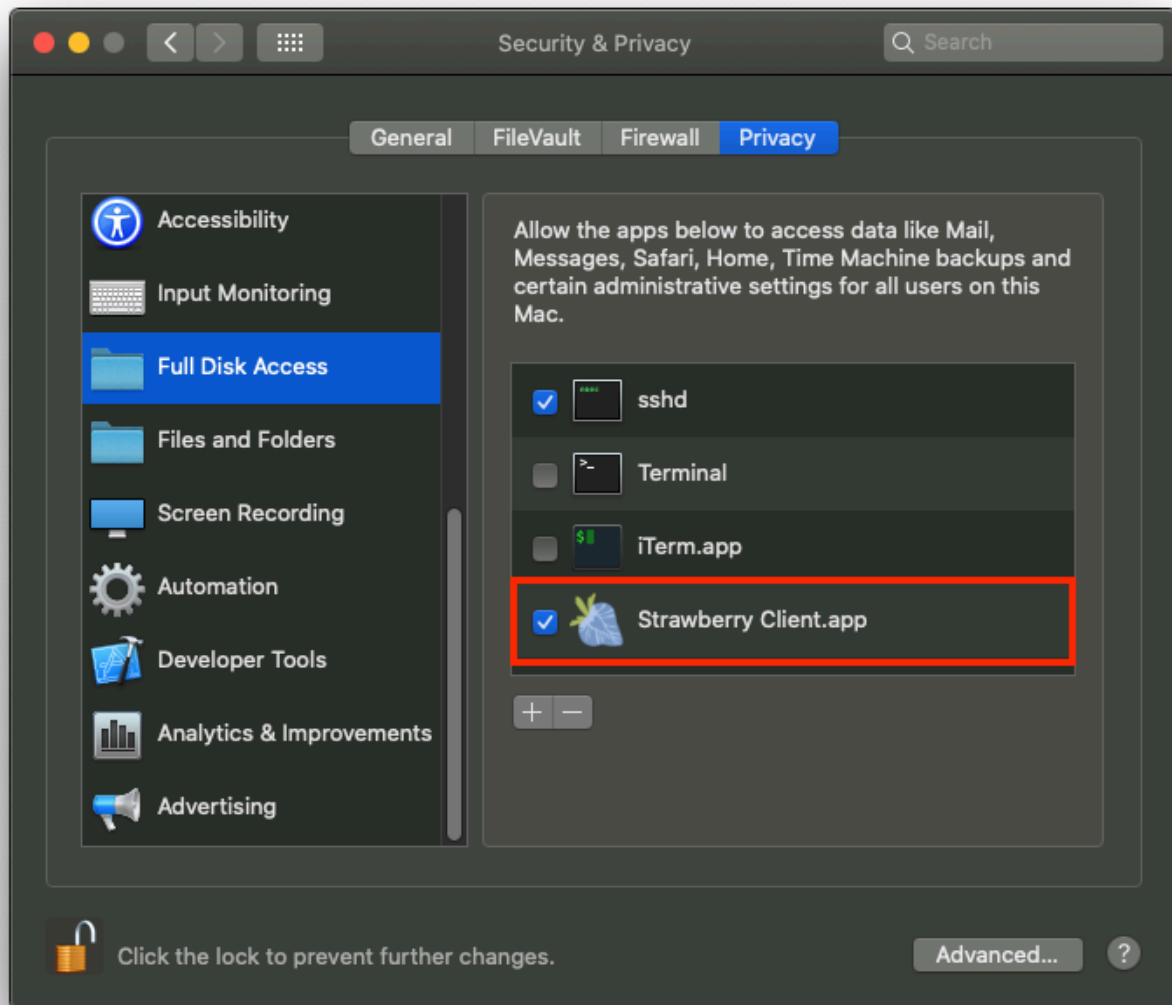
7. Now start the client again

Troubleshooting

Problem: The Strawberry-entry is not visible in the "System Preferences" security settings

If you cannot see the entry "Strawberry Client.app" in the macOS "Full Disk Access" security settings, leave the setting open and start the client again. When you see the message "Application Helper authorization denied by macOS", click on the "OK" button and check if the entry is now visible in the system preferences.

Problem: The Strawbery-entry is visible and enabled in the "System Preferences" security settings but the installer still shows the "authorization denied" message

1. Go to "System Preferences" and click on "Security & Privacy"
2. Click on the "Privacy" tab and then select "Full Disk Access" from the list on the left-hand side
3. Click on the lock icon in the lower-left corner and provide the Administrator credentials
4. Check if there is a list entry called "com.pam.client.continuumtransfunctionerhelper"

If the entry exists

5. Check the box next to it in order to grant it "Full Disk Access"
6. Restart the Strawberry client application

If the entry does not exist

4. [Download and run the Strawberry client uninstaller](#)
5. Restart the mac
6. Install the client again

Last modified: Dec 22, 2021

5.1.10. Supported Formats for Proxy Encoding

✳ Strawberry can work with **all** file formats & codecs supported by your media creation softwares. The formats & codecs listed below are the ones from which Strawberry can generate LowRes proxy files for local and remote preview.

Supported Video Formats & Codecs

- Apple Intermediate Codec (.MOV)
- Apple MJPEG-B (.MOV)
- Apple ProRes (.MOV)
- Arri Alexa (.ARI)
- AS-11 IMX 50 (.MXF)
- AS-11 AVC Intra 100 (.MXF)
- (X)AVC Intra 50/100/200/300 (.MOV, .MXF)
- Avid 1:1 & 1:1x
- Avid DV & DV100
- Avid DNxHD (.MOV, .MXF)
- (45, 60, 75, 90, 90x, 110, 110x, 120, 120x, 145, 185, 185x, 220, 220-10Bit)
- Avid Interplay C93 & MVE video
- Avid MPEG2 50 – SD
- Avid Meridien Compressed SD & Uncompressed SD
- Avid Packed & RGBPacked

- AVS (Standard & Chinese)
- Black Magic R210
- Black Magic RAW
- Canopus Lossless
- Cineform / GoPro
- Cinepak
- DV (PAL & NTSC)
- DVCPRO HD | 100 Mbps
- DVCPRO 50 | 50 Mbps
- DVCPRO 25 | 25 Mbps
- H.261
- H.263 / H.263-1996
- H.263+ / H.263-1998 / H.263 version 2
- H.264 / AVC / MPEG-4 AVC / MPEG-4 (.MP4, MOV, .MXF)
- H.265 (.MP4)
- HDV
- MJPEG & MJPEG Lossless
- MPEG 1 & 2 (.M1V, .M2T, M2V, .MPEG, .MPG, .MPGV, .MPV, .VOB,)
- MPEG 4 (.M4A, .M4P, .M4V, .MP4)
- P2 – AVC-Intra 50, 100 (.MOV, .MXF)
- P2 – DVCPRO 25, 50, 100 (.MOV, .MXF)
- QuickTime uncompressed
- Red Digital Cine Camera (.R3D)
- Windows Media Video (All Versions)
- XDCAM 25
- XDCAM IMX 30
- XDCAM HD 50
- XDCAM SXS 50

Other Supported Video Formats & Codecs

- Avid 1:1 10-bit RGB Packer
- Flash Video (FLV)
- Microsoft Video 1
- On2 VP3
- On2 VP5
- On2 VP6
- QuickTime 8BPS video
- QuickTime Animation (RLE) video
- QuickTime Graphics (SMC)
- QuickTime video (RPZA)
- R10K AJA Kona 10-bit RGB Codec
- R210 Quicktime Uncompressed RGB 10-bit
- Theora
- VP8
- VP9
- WMV7

Supported Audio Formats & Codecs

- AAC+
- AAC
- AC-3
- AIF
- CAF
- MP3 (All Versions)
- MPEG-4 (All Versions)
- PCM (All Versions & Bitrates)
- WAV
- WMA (All Versions)

Other Supported Audio Formats & Codecs

- Apple lossless audio
- ATRAC1
- ATRAC3
- ATRAC3+
- Bink Audio
- Core Audio Format (CAF)
- DV audio
- Enhanced AC-3
- FLAC (Free Lossless Audio Codec)
- MACE (Macintosh Audio Compression/Expansion) 3:1
- MACE (Macintosh Audio Compression/Expansion) 6:1
- MLP (Meridian Lossless Packing)
- MP1 (MPEG audio layer 1)
- MP2 (MPEG audio layer 2)
- Opus
- RealAudio 1.0 (14.4K)
- RealAudio 2.0 (28.8K)
- RealAudio 3.0 (dnet)
- RealAudio Lossless
- RealAudio SIPR / ACELP.NET
- Vorbis
- Windows Media Audio Voice

Supported Image Formats

- AI (Adobe Illustrator)
- ARI (Arri Camera raw format)
- ARW (Sony Raw)
- BMP
- CR2 (Canon Raw)
- CRW (Canon Raw)
- DPX
- EPS

- EXR
- GIF
- JPG
- NEF (Nikon Raw)
- NRW (Nikon Raw)
- PNG
- PSB (Adobe Photoshop)
- PSD (Adobe Photoshop)
- SRF (Sony Raw)
- Targa
- TIF

Supported Document Formats

- PDF

Last modified: May 05, 2022

5.1.11. Strawberry Folder Structure

An overview of the folder structure that is created and maintained by the Strawberry server.

```
.
├── backups                                  <- [ This folder contains Strawberry database backups ]
│   └── Strawberry_production-201810300300.sql.gz
├── media_1                                  <- [ This is the "MEDIA" folder for Strawberry ]
│   ├── downloads                            <- [ Hard linked copies of assets for temporary download files ]
│   │   ├── 9c3c804cca45e19f10b21357ef925ea9
│   │   └── cf4dbe3fe96c5c897143f84871a7434a
│   ├── edits                                <- [ "EDITS" work directory, only used in Strawbery's "CLASSIC" mode ]
│   │   ├── dominik
│   │   ├── ...
│   │   └── tomedit
│   ├── favourites                           <- [ Not used currently ]
│   ├── galleries                            <- [ Hard linked copies of assets for "GALLERIES" functionality ]
│   │   ├── GALLERYNAME1
│   │   ├── ...
│   │   └── GALLERYNAME2
│   ├── media                                <- [ IMPORTANT!, main directory with project sub folders ]
│   │   ├── PROJECTNAME1
│   │   ├── ...
│   │   └── PROJECTNAME3
│   ├── preditor                             <- [ Hard linked copies of assets for "PREDITOR" sequences ]
│   │   ├── PREDITOR
│   │   └── zoomer\ sequence
│   ├── snapshot                             <- [ Hard linked copies of contents of project folders, used to detect file changes ]
│   │   ├── project_PROJECTNAME1
│   │   ├── ...
│   │   └── project_PROJECTNAME3
│   └── trash                                <- [ Contains deleted or old versions of files, files older than 7 days are purged (default setting) ]
│       ├── project_PROJECTNAME1
│       ├── ...
│       └── project_PROJECTNAME3
├── pdf-cache                                <- [ Contains PDF files generated by Strawberry from timed annotations for user download ]
│   ├── 1022_flavoursys-intro_2805.mp4.pdf
│   ├── ...
│   └── 965_\ Swan\ Goose\ in\ 5AC4D01C.1.mxf.pdf
├── projects                                 <- [ This is the "PROJECTS" folder for Strawberry ]
│   ├── edits                                <- [ "EDITS" work directory, only used in Strawbery's "CLASSIC" mode ]
│   │   ├── dominik
│   │   ├── ...
│   │   └── tomedit
│   ├── favourites                           <- [ Not used currently ]
│   ├── galleries                            <- [ Hard linked copies of assets for "GALLERIES" functionality ]
│   ├── preditor                             <- [ Hard linked copies of assets for "PREDITOR" sequences ]
│   ├── projects                             <- [ IMPORTANT!, main directory with project sub folders (used only for avid project and bin files) ]
│   │   ├── PROJECTNAME1
│   │   ├── ...
│   │   └── PROJECTNAME3
│   ├── snapshot                             <- [ Hard linked copies of contents of project folders, used to detect file changes ]
│   │   ├── project_PROJECTNAME1
│   │   ├── ...
│   │   └── project_PROJECTNAME3
│   └── trash                                <- [ Contains deleted or old versions of files, files older than 7 days are purged (default setting) ]
│       ├── project_PROJECTNAME1
│       ├── ...
│       └── project_PROJECTNAME3
├── proxies                                  <- [ Contains preview proxies, watermarks and custom user backgrounds ]
│   ├── backgrounds
│   │   ├── 1_background-blur.jpeg
│   │   ├── ...
│   │   └── default_background-blur.jpeg
│   ├── media_1
│   │   ├── PROJECTNAME1
│   │   ├── ...
│   │   └── PROJECTNAME3
│   ├── pdf
│   │   ├── 1522326216_no_of_assets_1_10b269.pdf
│   │   └── preset_sequence_HKN_2019-11-29_104539.xlsx
│   ├── uploads
│   │   ├── c7cca72dbf22c15a1e7c63ce6f26bb41.jpg
│   │   └── cache
│   └── watermarks
│       └── watermark.png
├── strawberry-ingest                        <- [ Watchfolders scanned by Strawberry to ingest assets, assets are moved into media_x/media/NAME ]
│   └── 12345
│       └── xdcam\ card
└── templates                                <- [ Important!, contains custom templates (custom project files and folder structures) ]
    ├── CC2018
    │   ├── media_1
    │   └── projects
    ├── ...
    └── ProTools
        ├── media_1
        └── projects
```

5.1.12. Strong Password Criteria

Strawberry rejects user authentications trough Skies if the password provided does not meet minimum security criteria. Affected users are prompted to reset their passwords. A strong password must at least match all of the following criteria.

• At least 8 characters
• At least 1 lower-case letter
• At least 1 upper-case letter

- At least 1 special character
- At least 1 number

Last modified: Aug 19, 2020

5.2. Shared Storage

Contents

- [How to Install the Avid Nexis Linux Client](#)
- [OneFS: How to enable Access Based Enumeration](#)
- [Samba: How to enable Access Based Enumeration](#)
- [Spectrum Scale: How to enable Access Based Enumeration](#)

Last modified: Aug 19, 2020

5.2.1. How to Install the Avid Nexis Linux Client

The Avid Nexis Linux client requires at least Red Hat 7 or Centos 7. For further information, please review the [Avid® Nexis Documentation](#).

Last modified: Oct 07, 2020

5.2.2. OneFS: How to enable Access Based Enumeration

Global SMB share enumeration: hides shares where users don't have an access

```
# isi smb settings global view | grep -i "Access Based Share Enum"
Access Based Share Enum: No
# isi smb settings global modify –access-based-share-enum=true
# isi smb settings global view | grep -i "Access Based Share Enum"
Access Based Share Enum: Yes
```

SMB share level ABE: hides files/folders where users don't have an access

```
# isi smb shares view –share=share_1 |grep -i enumeration
Access Based Enumeration: No
Access Based Enumeration Root Only: No
# isi smb shares modify –access-based-enumeration=yes –share=share_1
# isi smb shares view –share=share_1 |grep -i enumeration
Access Based Enumeration: Yes
```

```
Access Based Enumeration Root Only: No
```

SMB share level ABE: hides files/folders where users don't have an access but limited for top level folder only

```
# isi smb shares modify –access-based-enumeration-root-only=yes –share=share_1
# isi smb shares view –share=share_1 |grep -i enumeration
Access Based Enumeration: Yes
Access Based Enumeration Root Only: Yes
```

Last modified: Aug 19, 2020

5.2.3. Samba: How to enable Access Based Enumeration

In order to enable Access Based Enumeration for Samba, please add the following lines to the share definition in the "smb.conf".

```
hide unreadable = Yes
access based share enum = Yes
```

Example

```
[sb-mproject]
    path = /home/strawberry/production/projects/projects
    read only = no
    hide unreadable = Yes
    access based share enum = Yes
    # enable acls
    nt acl support = yes
    inherit acls = no
```

Last modified: Aug 19, 2020

5.2.4. Spectrum Scale: How to enable Access Based Enumeration

You can share data with the users of the system by sharing a file system, a file set, or an existing directory. You can create, edit, or delete shares from the system.

You can create both NFS and SMB export, if the corresponding protocol is enabled for the system. You can also share data by using different protocols. However, when writing data with different protocols, there might be some limitations.

You can configure the following security features that are available with the GPFS™ file system and SMB 3 from the management GUI:

- Data synchronization with the disk
- Data integrity at the application level by using algorithms
- SMB data encryption
- Share modes to restrict multi-protocol access on the same file at the same time
- Hide unreadable files from the clients based on the access privileges
- Using POSIX locking to issue a byte-range lock to an SMB client to grant access to data

Click Create Share to create a new share. You can either create a share with only the basic details or use the Custom mode in the Create Share dialog to customize the attributes based on the requirements. Use the Share Copy option that is available in the Action menu to create a new share by copying the attributes selected for an existing share. It helps the users to save time while creating new shares.

Last modified: Aug 19, 2020

5.3. Third-party Applications

Contents

- Adobe Prelude: Recommended Settings for XMP Metadata
- Adobe Premiere Pro CC: Recommended Settings for XMP Metadata
- Avid Media Composer File Locations
- Avid Media Composer Troubleshooting
- Identifying a Slack Username
- Linux: How to determine the Current Centos or Red Hat Version
- macOS: Allow Blocked System Extensions

Last modified: Nov 11, 2020

5.3.1. Adobe Prelude: Recommended Settings for XMP Metadata

This chapter describes how to import Adobe Prelude markers into Adobe Premiere Pro CC via the Strawberry Adobe CC panel extension.

Step 1: Configuring Prelude

1. Open Prelude and navigate to "Preferences \ Media"
2. Enable the setting "Write XMP ID to files on import". This will ensure that Preludes stores all of your markers & comments to the media files themselves.
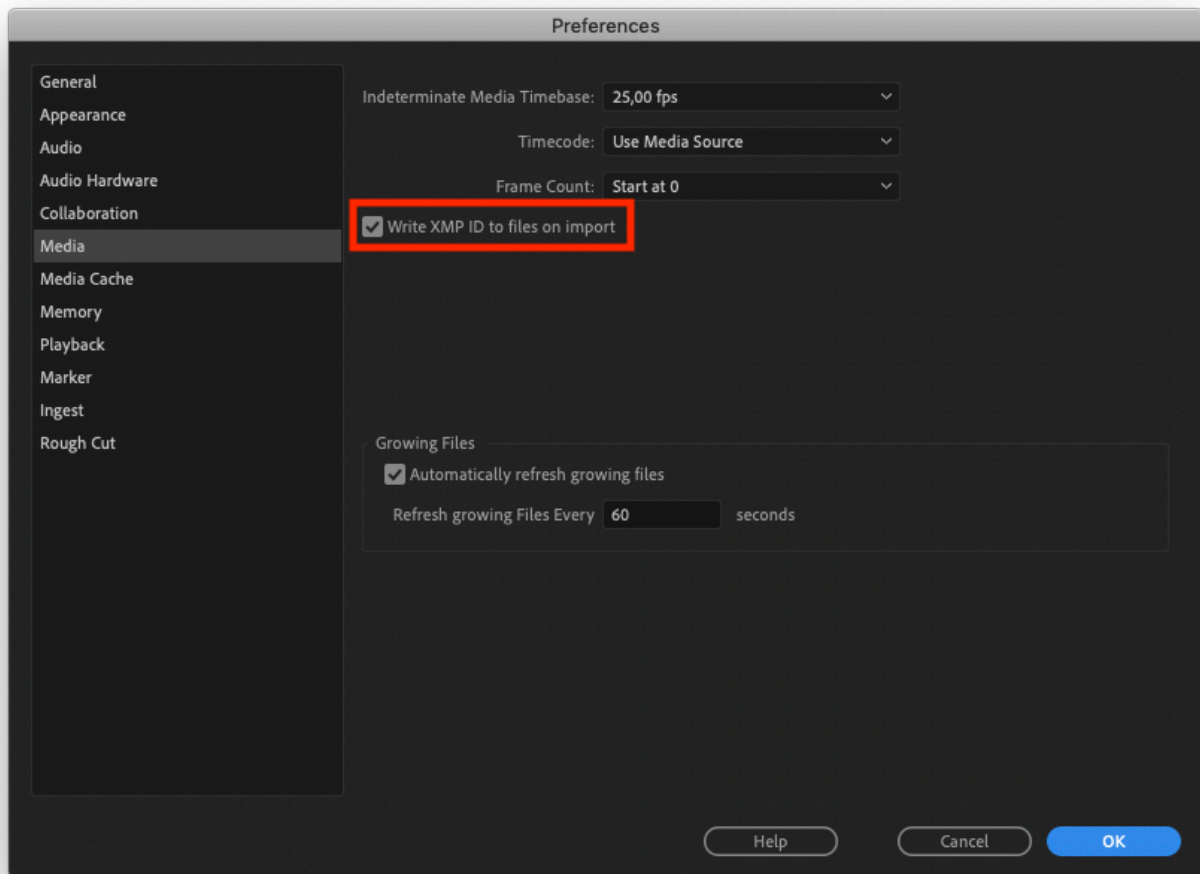
Step 2: Configuring Premiere Pro CC

Make sure that Premiere XMP behavior is configured as recommended.

Step 3: Usage

Import the Prelude assets into Premiere Pro by using the Strawberry Adobe panel extension. If you don't see the markers right away, either wait for the next automatic "sync" or go to the Strawberry thick client and click on the "Sync" button. The Prelude markers should now appear within the Premiere master clip.

Last modified: Aug 19, 2020

5.3.2. Adobe Premiere Pro CC: Recommended Settings for XMP Metadata

Adobe Premiere Pro CC has the ability to store XMP metadata either directly within media files (in-file metadata) or as sidecar files next to the original media files. Whether Adobe stores XMP inside a file or as a sidecar mainly depends on whether the file type supports this feature or not.

Configuring Adobe Media Preferences for Strawberry

1. In Premiere, navigate to the following settings page:

```
Premiere Pro / Preferences / Media
```

2. Make sure that "Write XMP ID to files on import" and "Write clip markers to XMP" is unchecked
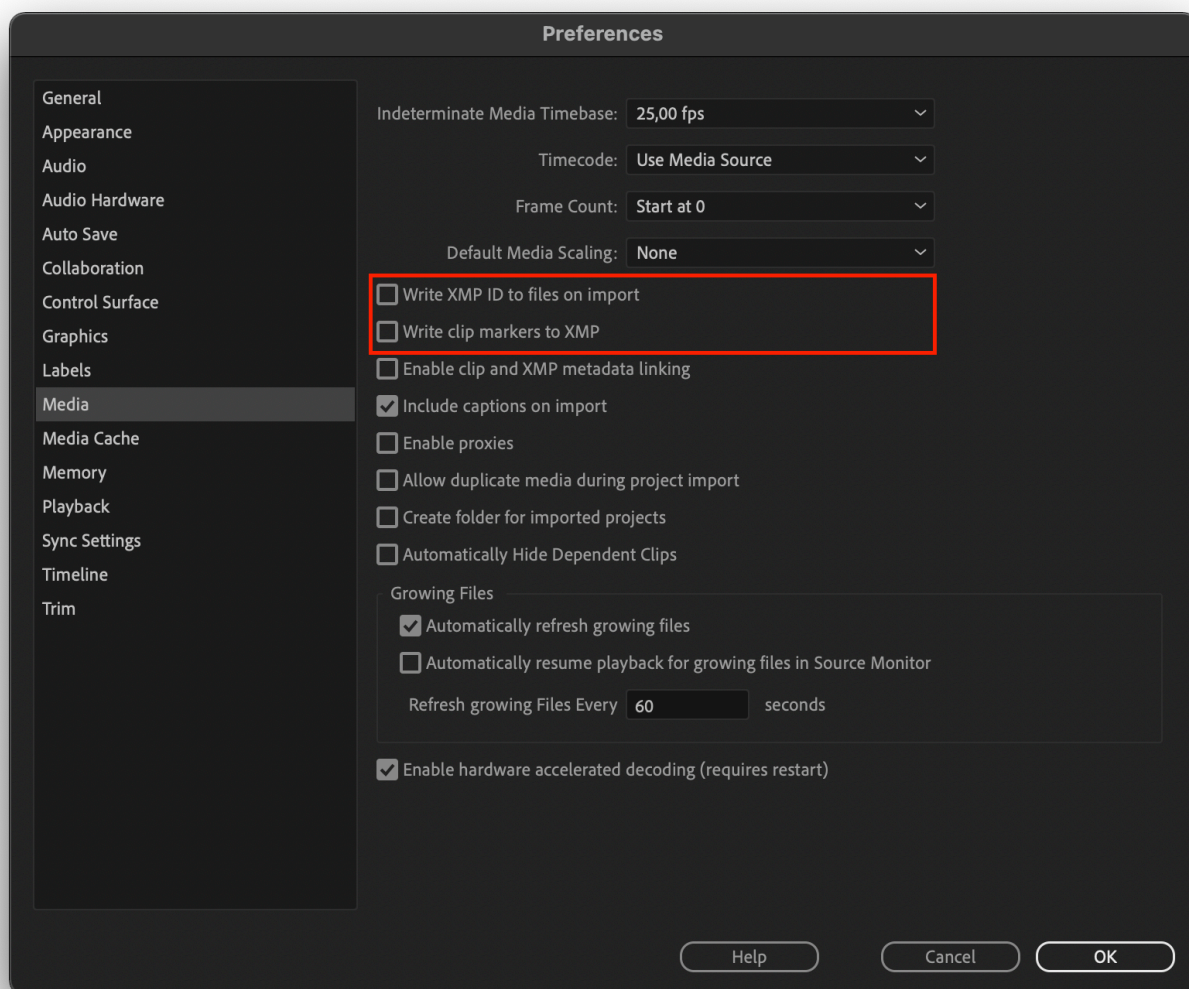
3. Press "OK" to save the changes

Last modified: Sep 17, 2021

5.3.3. Avid Media Composer File Locations

DEFAULT PROJECT FILE LOCATIONS

Windows

```
C:\Program Files\Avid\Avid Media Composer\Avid Projects\name of your project
```

macOS

```
MacHD/Users/Shared/Avid Media Composer/Avid Projects/name of your project
```

DEFAULT AVID ATTIC LOCATIONS FOR LOCAL AND SYNCED PROJECTS

Windows XP

```
C:\Documents and Settings\All Users\Shared Documents\Avid editing application\
Avid Attic
```

Windows Vista, 7,8 & 10

```
C:\Users\Public\Public Documents\Avid editing application\Avid Attic
```

macOS

```
Macintosh HD/Users/Shared/Avid editing application/Avid Attic
```

DEFAULT AVID ATTIC LOCATIONS FOR SHARED PROJECTS ON AVID UNITY/ISIS

Unity Attic folder is located at the root level of the Workspace in which the project is located.

Last modified: Aug 19, 2020

5.3.4. Avid Media Composer Troubleshooting

Contents

- [Exception caught in APlayer::Play – Exception: DISK_TOO_MANY_OPEN](#)
- [Project is locked for write](#)

Last modified: Jun 22, 2022

5.3.4.1. Exception caught in APlayer::Play – Exception: DISK_TOO_MANY_OPEN

Problem

During playback or export of a sequence, Avid Media Composer aborts the operation with the error `Exception caught in APlayer::Play - Exception: DISK_TOO_MANY_OPEN, filename: XXX_Filename.mxf`.

Cause

Presumably, this error is caused when Media Composer attempts to open (access) more files than the `maxfiles` soft limit set in macOS. Numerous people reported this error, and we have observed it when using a Filesystem in Userspace (FUSE) in combination with external hard drives. This error, however, can also happen when using Media Composer with internal hard drives or on a shared storage.

Temporary Solution (macOS)

> ✳ The below steps serve as a solution test and will not withstand a reboot of the computer.

1. Close Media Composer.
2. Open a macOS Terminal.
3. Type `sudo launchctl limit maxfiles 65536` and press enter.
4. Open Media Composer.
5. Try to reproduce the `DISK_TOO_MANY_OPEN` error.

If the error message is no longer appearing, you can make the new `maxfiles` value a permanent setting.

Permanent Solution (macOS)

> ❗ The below steps only work with macOS Sierra (10.12) or newer macOS versions.

Check and Note your Current Soft and Hard Limits

1. Open a macOS Terminal.
2. Type `launchctl limit maxfiles` and press enter.

The output should look similar to this:

```
maxfiles  256  unlimited
```

3. Copy & paste the output to a text file and save it.

Apply the Permanent Solution

1. Download the `limit.maxfiles.plist` file from Projective ("Right-click" and "Save as…").
2. Move the file from the download directory to `/Library/LaunchDaemons/`.

```
sudo mv ~/Downloads/limit.maxfiles.plist /Library/LaunchDaemons/
```

3. Set proper file ownership:

```
sudo chown root:wheel /Library/LaunchDaemons/limit.maxfiles.plist
```

4. Set proper file permissions:

```
sudo chmod 644 /Library/LaunchDaemons/limit.maxfiles.plist
```

5. Load the new configuration file:

```
sudo launchctl load -w /Library/LaunchDaemons/limit.maxfiles.plist
```

6. Your new open file descriptors limit should be permanently stored. Reboot your system and check your new soft and hard limits:

```
launchctl limit maxfiles
```

> ✳ If you experience any issues with the maxfiles number, you can manually decrease it by editing the `limit.maxfiles.plist` in `/Library/LaunchDaemons/`

Last modified: Nov 18, 2020
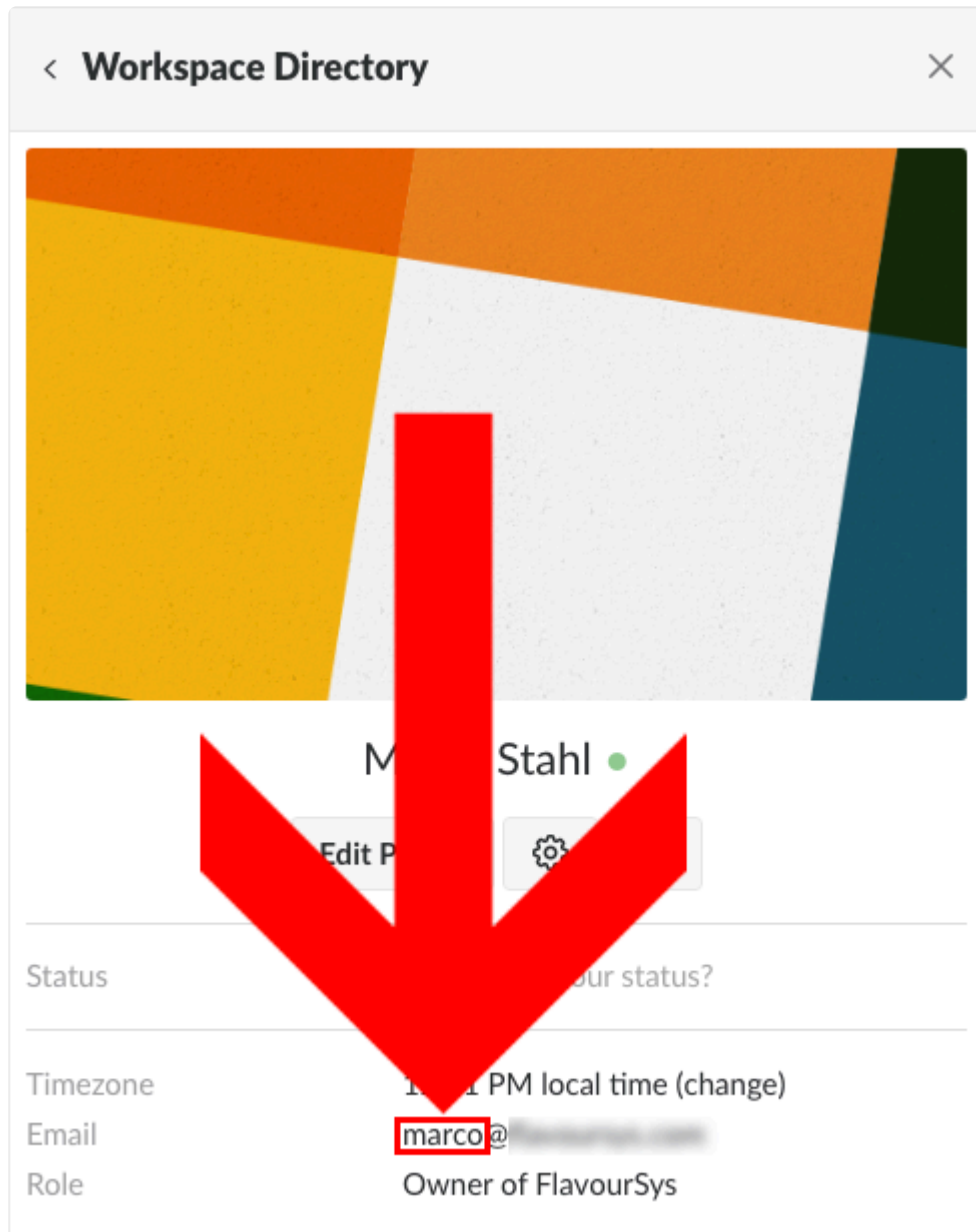
5.3.5. Identifying a Slack Username

> ✳ The below features are only available if you have a licensed for the enhanced version of the "Communications System".

1. Sign in to Slack.com with your credentials
2. Click on the arrow icon next to your workspace name
3. In the expanded menu, click on "Profile & account"
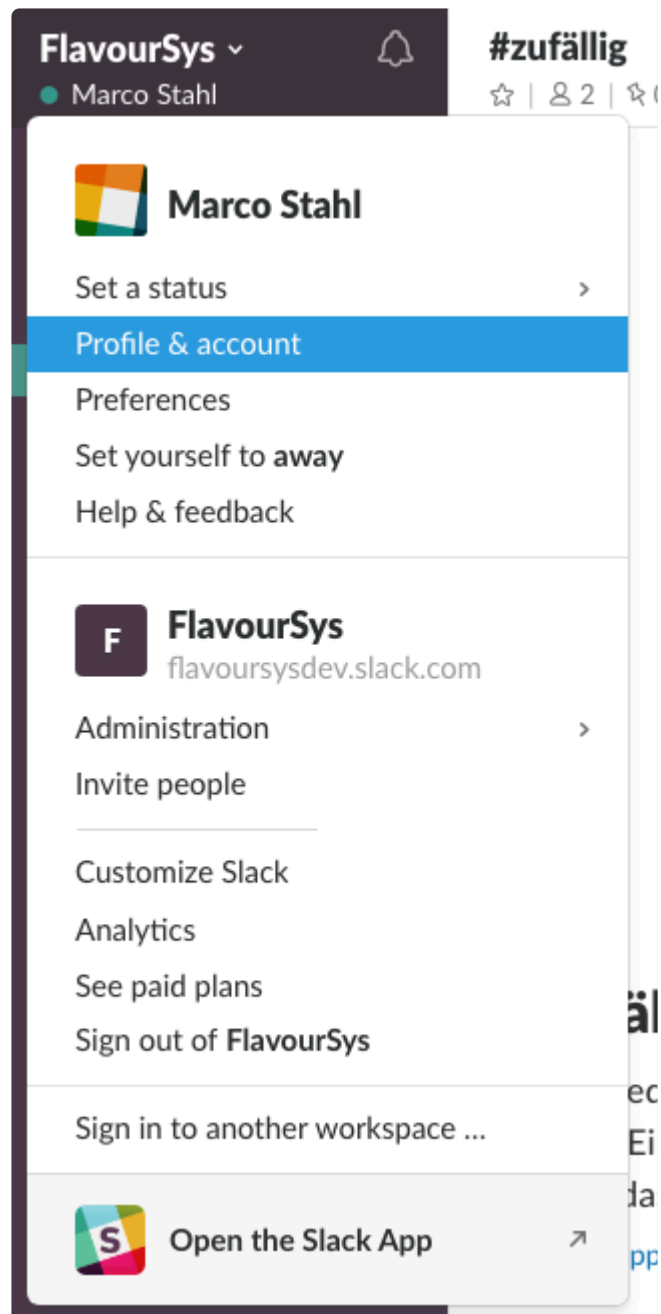
6. Your username is the part of your email address before "@" symbol

5.3.6. Linux: How to determine the Current Centos or Red Hat Version

Determining the Current Centos Version

1. Open a terminal and login to the Strawberry server via SSH
2. Type `cat /etc/centos-release` and press enter

Determining the Current Red Hat Version

1. Open a terminal and login to the Strawberry server via SSH
2. Type `cat /etc/redhat-release` and press enter

Last modified: Jul 15, 2022

5.3.7. macOS: Allow Blocked System Extensions

> ❗ Because of macOS security policies, performing the following steps won't take effect if you are connecting to the macOS machine via Remote Desktop, or if the mouse/trackpad is emulated by a 3rd party application (MagicPrefs, BetterTouchTool, Synergy, etc.)

If you are having issues launching software because of blocked system extensions, please do the following:

• Open the affected app and wait for the "Extension Blocked" error to appear
• Open "System Preference" / "Security & Privacy"
• Under the "General" section, click on the padlock at the bottom left to be able to make changes.
• Ensure "App Store and identified developers" option is selected under "Allow apps downloaded from"
• Click the Allow button next to the prompt "System software from developer "developer name" was blocked from loading" at the bottom of the Security & Privacy window.

Last modified: Aug 19, 2020

5.3.8. Supported Unix Time Modifiers

• %a locale's abbreviated weekday name (e.g., Sun)
• %A locale's full weekday name (e.g., Sunday)
• %b locale's abbreviated month name (e.g., Jan)
• %B locale's full month name (e.g., January)
• %C century; like %Y, except omit last two digits (e.g., 20)
• %d day of month (e.g, 01)
• %D date; same as %m/%d/%y
• %e day of month, space padded; same as %_d
• %F full date; same as %Y-%m-%d
• %h same as %b
• %H hour (00..23)
• %I hour (01..12)
• %j day of year (001..366)
• %k hour (0..23)
• %l hour (1..12)
• %m month (01..12)
• %M minute (00..59)
• %p locale's equivalent of either AM or PM; blank if not known
• %P like %p, but lower case
• %r locale's 12-hour clock time (e.g., 11:11:04 PM)
• %R 24-hour hour and minute; same as %H:%M
• %s seconds since 1970-01-01 00:00:00 UTC

- %S second (00..60)
- %T time; same as %H:%M:%S
- %u day of week (1..7); 1 is Monday
- %U week number of year, with Sunday as first day of week (00..53)
- %w day of week (0..6); 0 is Sunday
- %W week number of year, with Monday as first day of week (00..53)
- %y last two digits of year (00..99)
- %Y year
- %z +hhmm numeric timezone (e.g., -0400)
- %Z alphabetic time zone abbreviation (e.g., EDT)

*Last modified: Aug 19, 2020*

6. Osiris Manuals

The Osiris manuals have been moved to a dedicated Osiris manual.

Last modified: Jul 23, 2022

6.1. Installation

> **!** Because of macOS security policies, performing the following steps won't take effect if you are connecting to the macOS machine via Remote Desktop, or if the mouse/trackpad is emulated by a 3rd party application (MagicPrefs, BetterTouchTool, Synergy, etc.). If you already have installed the app and cannot load it because of blocked system extensions, please click here for more help.

1. Run the .pkg installer
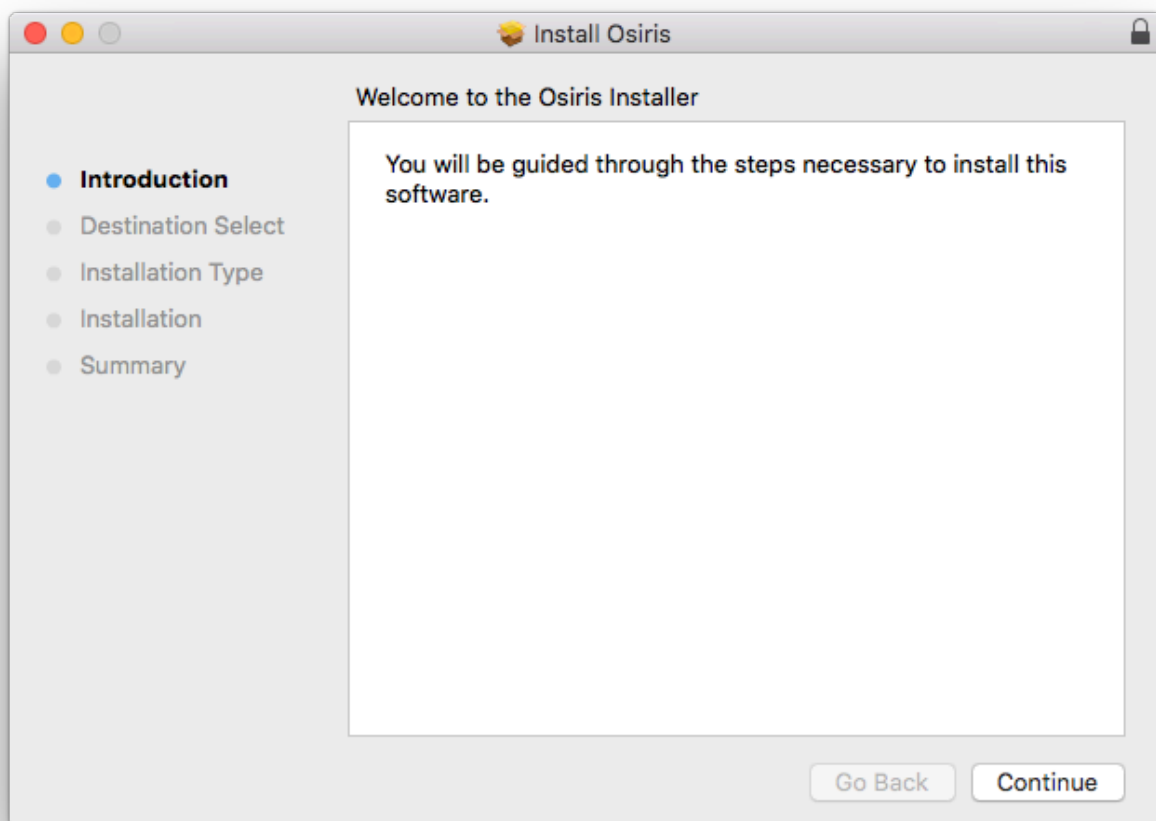
2. Proceed through the installation process
3. Start Osiris via Spotlight search or from within the MacOs "Applications" folder
4. Click "Start Trial" to start the trial period
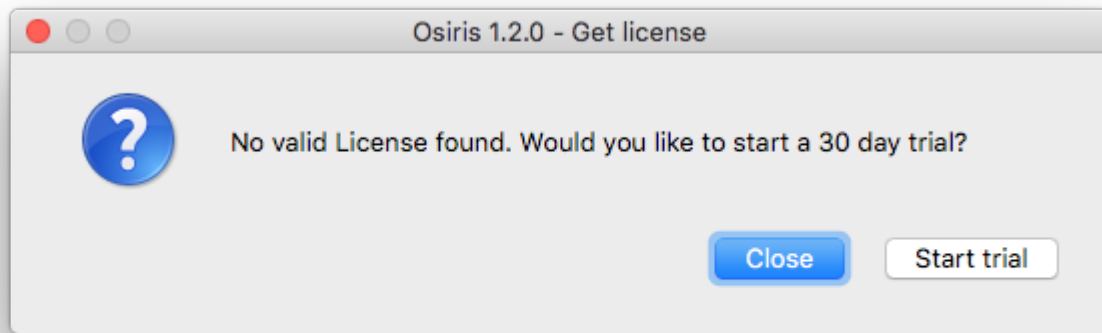
5. Osiris will restart

6. (Recommended) Close Osiris and reboot your Mac

7. Continue with the usage chapter

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