# Strawberry Manuals

Version 6.4 — Last update: Mar 11, 2024

Projective Technology GmbH

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# 1. Introduction

## Welcome to the Strawberry 6.4 User & Admin Manuals

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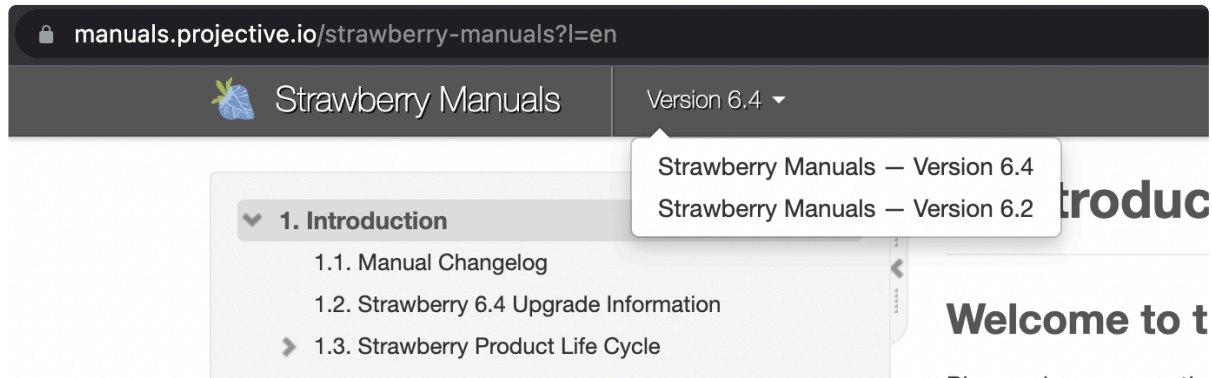


- Manual Changelog
- Strawberry 6.4 Upgrade Information
- Strawberry Product Life Cycle
- Strawberry User Manual
- Strawberry Admin Manual
- Strawberry Add-on Manuals
- Related Resources & Tips

*Last modified: Jul 02, 2023*

# 1.1. Manual Changelog

**November 7, 2023**

- Added information on how to configure metadata mappers.

**August 30, 2023**

- Added information about the new project size calculation methodology.
- Added information on how to change the limit for open projects.

**January 18, 2023**

- Added the manual section for the Proactive Deduplication service.
- Added information on how to Hiding Metadata Items During Project Creation.

## January 4, 2022

- Added manual sections relevant to Strawberry 6.4.

## December 7, 2020

- Added information about new ingest features to the ingest library configuration chapter

## November 19, 2020

- Updated the information on how to Create a Slack Bot User to comply with newer Slack API versions.

## November 11, 2020

- Added the Avid Media Composer Troubleshooting Chapter

## October 29, 2020

- Added information on how to change the automatic trash deletion settings

## October 7, 2020

- Added information on how to Manage Strawberry Database Backups

## September 21, 2020

- Important: Added Strawberry 6.2 Information

-information

- Added information about the new Same as Source Proxy Encoding Preset
- Added information about the new Automated Error Tracking Feature

## 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 6.0 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 08, 2023*

# 1.2. Strawberry Changelogs

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- [Client Software Changelogs](#)
- [Server Software Changelogs](#)

*Last modified: Aug 30, 2023*

# 1.2.1. Client Software Changelogs

## Contents

- [Client Application Changelogs](#)

*Last modified: Aug 30, 2023*

# 1.2.1.1. Client Application Changelogs

**Client v6.4.17, 10.10.2023**
======================

- Add support for macOS 14 Sonoma

**Client v6.4.16, 25.05.2023**
======================

- Fixed: (macOS) Client crashes when users tried to log to Strawberry via Google OIDC.
- Improved: Make file names user-friendly when saving files to disk (no more percentage entities and

double `.mp4.mp4` extensions).

- Improved: Getting initial values from the Strawberry server when using the client configuration wizard (more robust server connections, no UI jumping once the storage is detected).
- Improved: (macOS) Log macOS version on client start.

**Client v6.4.15, 21.02.2023**
======================

- Fixed: (macOS) Unresponsive mounts on some Mac systems.
- Updated: (macOS) strawberryfs.

**Client v6.4.14, 14.02.2023**
======================

- Dropped: (Windows) support for Windows 7 and Windows 8 (both are EOL).

**Client v6.4.13, 28.11.2022**
======================

- Added: (macOS) support for macOS 13 (Ventura)
- Dropped: (macOS) support for macOS 10.14 (Mojave) and 10.15 (Catalina).

**Client v6.4.12, 09.11.2022**
======================

- Fixed: (macOS) File References workflow
- Fixed: pop-up dialog message typos
- Fixed: show the `Logs` button in pop-up dialogs only when the log file is available
- Improved: (macOS) macOS version validations
- Improved: (macOS) setting necessary client files permissions; the logic has been moved into the installer
- Added: automatic retries on failed RPC calls
- Added: (macOS) allow to override the block size and io size inside the configuration file
- Updated: (macOS) pamFS to 4.4.1

**Client v6.4.11, 04.07.2022**
======================

- Fixed: A mounting problem when a project name contained multiple consecutive white spaces
- Added: `directory-timeout` configuration option to be adjusted in special cases

**Client v6.4.10, 26.04.2022**
======================

- Updated: (macOS) pamFS to 4.3.0
- Updated: Some error messages

**Client v6.4.9, 21.04.2022**

====================

- Improved: (macOS) Application Helper authorization

**Client v6.4.8, 08.04.2022**

====================

- Changed: Do not "Use storage name as prefix for open projects" by default
- Fixed: (macOS) Application Helper authorization error
- Updated: (macOS) pamFS to 4.2.5

**Client v6.4.7, 25.01.2022**

====================

- Fixed: (macOS) Segfault when using SMB in classic mode
- Fixed: (macOS) No such signal QButtonGroup::buttonToggled in the logs

**Client v6.4.6, 06.01.2022**

====================

- Fixed: (macOS) Showing wrong total/available space on mounted Volumes
- Fixed: (Windows) User context switching and elevating privileges on Windows 10
- Fixed: (Windows) Problems with the appliaction icon
- Updated: (macOS) pamFS to 4.2.4

**Client v6.4.5, 17.12.2021**

====================

- Improved: UI messages and behaviour

**Client v6.4.4, 13.12.2021**

====================

- Fixed: (macOS) A problem with opening projects in "File references" mode

**Client v6.4.3, 03.12.2021**

====================

- Added: (macOS) support for macOS 12 (Monterey)
- Updated: (macOS) pamFS to 4.2.3
- Dropped: (macOS) support for macOS 10.13 (High Sierra)

**Client v6.4.2, 01.11.2021**

====================

- Updated: (macOS) pamFS to 4.2.1

**Client v6.4.1, 03.08.2021**

====================

- Fixed: A file name suggestion while downloading a proxy file
- Fixed: A significant delay when starting Adobe Panel
- Updated: Log messages

**Client v6.4.0, 27.05.2021**

====================

- Updated: (macOS) pamFS to 4.1.2
- Updated: extend waiting time for the source directory before mounting

*Last modified: Oct 10, 2023*

# 1.2.2. Server Software Changelogs

## Contents

- [Strawberry Server Changelogs](#)
- [Proxy Encoder Changelogs](#)

*Last modified: Aug 30, 2023*

# 1.2.2.1. Strawberry Server Changelogs

**Changes in Strawberry v6.4.32 (2024-03-07)**

=====================================

- New: Support for new custom XML sidecar format.
- New: Support for files with timecode track frame rate that differs from the video track frame rate.
- Changed: When a Skies subscription expires, admin users also lose access.
- Changed: Reduced queue priority for Pixstor archive cleanup jobs.
- Changed: Cleanup of 're-archived' Ngenea (Pixit) projects now dehydrates files that are linked between two archived projects.
- Changed: Default timeout for Archiware commands is now 1h.
- Changed: Users can no longer `rescan` projects via the UI; they can only `reindex`, which is more efficient.
- Changed: The "Track Down File" feature now only operates on the selected asset.
- Changed: Email input fields are now case-insensitive
- Fixed: The email validator failed when the email address includes caps after a hyphen symbol.
- Fixed: Leading and trailing whitespace characters were removed from file paths when archiving using Archiware.
- Fixed: Sharing an asset via email applied the default Skies tier for PAM users.
- Fixed: Stuck indexer not being cleaned up by WatchDog because a WatchDogStatus record was not created.
- Fixed: Library ingest created duplicate assets for files that already existed in the library when using `artifact_exists = ignore`.

- Fixed: Project permissions were too open while retrieving them from the archive (and after a retrieval failed).
- Fixed: Potential hard crash of processes when a thread causes an exception.
- Fixed: Filtered project list in the admin panel showed non-matching projects whenever their attributes changed in the database.
- Fixed: Kumulate archive strategies were not configurable in the admin panel.
- Fixed: HKN/GEMA export encountered issues with inconsistent Premiere project files.
- Fixed: DTCISECRSK-13185
- Fixed: DTCISECRSK-13193
- Fixed: DTCISECRSK-13189
- Fixed: DTCISECRSK-13187
- Fixed: DTCISECRSK-13184
- Fixed: DTCISECRSK-13186
- Fixed: DTCISECRSK-13188

**Changes in Strawberry v6.4.31 (2024-01-08)**
=====================================

- Fixed: Repository changes for PostgreSQL.

**Changes in Strawberry v6.4.30 (2023-12-01)**
=====================================

- New: Linking the same updated Mediator package into a project again will perform a "smart merge" operation and only add new files to the project.
- New: ActionCable feedback channel for the global notification list.
- New: Users created via the API can be set to a third-party authentication method.
- New: Connections to the ActionCable feedback channel can be authenticated using an API key.
- New: Allow to filter the status flags list in the frontend.
- New: The number of local queue Sidekiq processors can be configured using the `local_queue_sidekiq_processes` setting.
- New: Files with the extension ".ts" are supported for proxy encoding.
- Changed: Increased readability of read-only metadata and remove "Mapped / Read-only" label.
- Changed: All local queue Sidekiq processors are now using 6 threads.
- Fixed: The indexer tripped over folders when a multiple file asset was deleted while other files were added.
- Fixed: Scroll position in the admin project list changes in weird ways whenever a project is updated.
- Fixed: Share via email of an asset is not possible via the context menu when it is also checked.
- Fixed: Image sequence detection could not be disabled using the `imagesequencing` setting.
- Fixed: Archive error handling failed to work with frozen strings.
- Fixed: Team quota warning emails were not sent.
- Fixed: Wrong Mediator package was linked when two packages (or other multi-file assets) in the target project shared files with the same inode.

**Changes in Strawberry v6.4.29 (2023-10-16)**
=====================================

- Fixed: sb-cli does not install properly.

- Fixed: sb run did not properly execute when given ruby code outside of sb env.
- Fixed: PDF proxy preview did not work for non-Skies connections.
- Fixed: Indexer tripped over deleted folders before their jobs processed them.

**Changes in Strawberry v6.4.28 (2023-08-29)**
=====================================

- New: Allow to set the open project limit in SEMOPS via "opened_project_limit" CLI setting.
- New: Introducing an automatic "move archive script" to move archived projects to a different archive strategy after a certain number of days.
- Changed: Reworked logic behind project size calculation to make it more accurate. See the manual for more details.
- Changed: Project size calculation is now done whenever changes of the contents are detected.
- Changed: Allow to download PDF assets in the Skies panel workflows.
- Fixed: Email notifications for failed annotation PDF creations.
- Fixed: Move archive operations failed when working with non-internal archive strategies like Archiware, Ngenea or Kumulate.
- Fixed: The inode of generic files was not correct when ingested from a different storage.
- Fixed: Inconsistent generic files mtime after de-duplication operation.
- Fixed: Deduplication email notifications did not respect the `file_size_calculation_basis` setting.
- Fixed: No status updates when renaming a project via the admin panel.

**Changes in Strawberry v6.4.27 (2023-06-29)**
=====================================

- New: Custom project creation widget.
- Changed: Deduplication dry runs no longer send notifications.
- Fixed: Deduplication dry run operations overestimated possible space savings in certain scenarios.

**Changes in Strawberry v6.4.26 (2023-06-15)**
=====================================

- New: Support for Mediator packages defining their content in their XML file.
- Fixed: Indexer exception in folders containing multiple image sequences with different ranges but sharing the basename.
- Fixed: The indexer watchdog did not properly clean up stuck projects.
- Fixed: The deduplication job raised an exception when a file of an asset was deleted from the filesystem but still present in the database.
- Fixed: After entering the annotation view by clicking on an annotation it was not possible to re-enter it again.

**Changes in Strawberry v6.4.25 (2023-05-16)**
=====================================

- New: File extension-based denylist for proxy creation. Files in this list will be displayed in the Strawberry user interface but no proxy will be created for them. By default, no proxies are created for `.ari` and `.r3d` files.
- New: The archive and retrieval dates of projects are now stored in the database.

- Changed: The fingerprinting job no longer raises an exception when files are not present on the file system anymore.
- Fixed: Using `acls: none` in the Strawrage configuration leads to unexpected behaviour.
- Fixed: Uploading multiple files at the same time could lead to assets only being visible after a manual rescan of the target container.
- Fixed: Indexing growing files could lead to proxies being stuck 'in progress' indefinitely.
- Fixed: Deduplication of files failed for very long paths.
- Fixed: Deduplication of certain files did occasionally not work because of mismatched mtime precision.
- Fixed: UI glitch in the frontend after the system woke up from sleep.
- Fixed: Users with a custom role were not shown as such in the admin panel user list.
- Fixed: User capabilities did not restrict the team list in the project creation modal.
- Fixed: Users could not be modified until reloading the admin panel after (un)assigning a team.
- Fixed: Unable to delete two teams sequentially in the admin panel.

**Changes in Strawberry v6.4.24 (2023-04-14)**
====================================

- Fixed: Some jobs (AssetJob and others using `while_executing` as Sidekiq unique lock) could run indefinitely in a loop when their initial runtime was long enough.

**Changes in Strawberry v6.4.23 (2023-03-16)**
====================================

- Fixed: Asset import did not work in the AE panel when the AE project was not saved.
- Fixed: 'Share view' sometimes did not properly load due to a race condition.
- Fixed: PDF proxies could not be previewed via Skies.
- Fixed: The frontend indefinitely loaded new pages of search results in some cases.
- Fixed: Upload progress indicator was not shown in Preditor.
- Fixed: The force close warning was shown incorrectly in certain cases.
- Fixed: Missing error messages when a user was not permitted to upload assets to a gallery/project.
- Fixed: Some email clients showed boilerplate text in notification emails.
- Changed: Made error message about frontend <-> server connection interruption clearer.

**Changes in Strawberry v6.4.22 (2023-02-23)**
====================================

- Fixed: In SEM with subprojects the frontend did lose track of the correct opened project/subproject state after refreshing the UI.
- Fixed: Nightly fingerprint job could not be disabled via settings.

**Changes in Strawberry v6.4.21 (2023-02-20)**
====================================

- New: Skies Panel can now access the proxies via the CDN.
- New: Asset deletions are now synchronized to all connected frontends.
- Changed: Scrollbars in the user interfaces now use native browser elements.
- Changed: Adobe Panel can now be used via Skies.
- Changed: The 'in project' view only updates and re-renders when the contents of the current folder

has changed.
- Changed: Added '.Trash' and '.Trashes' to the default folder denylist.
- Fixed: Setting the global auto import settings would make the feature not work at all.
- Fixed: Changes to a project broke active in project searches.
- Fixed: Projects could not be deleted from storage if the 'media' directory is a symbolic link.
- Fixed: Database migrations not working on some systems.
- Fixed: SMTP configuration did not work when STARTTLS was disabled.
- Fixed: Loops in custom metadata sets prevented bulk update metadata from working.
- Fixed: Projects retrieved from the archive did not have their permissions fixed properly.
- Fixed: Linking single assets from archived projects did retrieve the full project.

## Changes in Strawberry v6.4.20 (2023-01-27)
=====================================

- Fixed: Project close notification emails were not sent.
- Fixed: Certain Sequence assets caused exceptions when rendered to JSON.
- Fixed: Asset could lose their proxy files if they shared their path with a different asset at some point in time.
- Changed: Improved deduplication-related messages in the admin panel.

## Changes in Strawberry v6.4.19 (2023-01-18)
=====================================

- New: Deduplication feature is now generally available and fully exposed in the admin panel.
- New: Nightly fingerprinting job to ensure all files have fingerprints.
- New: Custom metadata fields can be marked to be hidden in the project creation modal.
- Changed: 'Generator' custom metadata fields are now read only.
- Changed: The (generated) project name is now shown in the modal header.
- Changed: Clean the database from unusable assets.
- Changed: Removed certain API endpoints that are not supposed to be used.
- Changed: HKN/GEMA exports now work with Premiere project files using 'remix clips'.
- Changed: Files still copied by Mediator are considered part of a Mediator package.
- Fixed: OIDC logins via the Skies Panel did not work.
- Fixed: User sign in tracking did not work for OIDC logins.
- Fixed: Mediator ingest logic sometimes blocked ingest for all files.
- Fixed: Custom metadata master sets were not showed first.
- Fixed: Track down did not show the source asset for newly linked files.
- Fixed: Assets with an unsupported proxy were not linked properly.

## Changes in Strawberry v6.4.18 (2022-11-16)
=====================================

- New: Allow to check out whole projects using the Skies panel.
- New: Add more information about edits to the admin panel.
- New: Added the ability to manage project contents via the web interface.
- New: API endpoint to calculate the project size.
- New: Allow to retrieve archived project from multiple storages into the first one.
- New: Update Strawberry job state if an Archiware job was cancelled externally.

- Changed: Required capabilities for users are checked after login via the Skies panel.
- Changed: Permissions of project files are always adjusted after retrieving them from the archive.
- Changed: Missing fingerprints of generic files are generated after they have been retrieved from the archive.
- Changed: Notification emails are now prettier.
- Changed: Restructure final Archiware project conversion report.
- Fixed: CLI did not properly forward the exit code of scripts to the caller.
- Fixed: Edits with open subprojects could be deleted.
- Fixed: Proxy playback buttons never hid.
- Fixed: Installation and upgrade issues related to recent Ruby version bump.
- Fixed: Upload of assets when using the flat navigation style.
- Fixed: Startup-related errors not showing up in puma logs because workers are terminated too early.
- Fixed: Other attributes of an archive strategy could not be changed if the transmission is sha2.
- Fixed: Fingerprints of generic files were not copied when an asset was linked/copied.
- Fixed: Indexer-related caches were not removed from Redis when archiving/retrieving/deleting projects.
- Fixed: Uidgid challenge in classic mode.
- Fixed: Encrypted LDAP connections could not be easily configured/debugged.
- Fixed: Library ingest stopped working in certain conditions for multi-file assets/packages.
- Fixed: API responses rendered stale JSON after updating the fingerprints for generic files.
- Fixed: `linked_by_user` tracking of generic files. The attribute is re-set for all generic files that share their inode.
- Fixed: Potential edge case that would prevent the WatchDog from running.
- Fixed: Fallback to global Archiware index when searching for projects with missing Archiware P5 job ids.
- Fixed: Always clear the database from project's archived files in case of Archiware errors during a project conversion.
- Fixed: Fetching and logging Archiware P5 errors.
- Fixed: Prevent certain Archiware commands from being automatically re-tried.
- Fixed: Temporary files being removed prematurely.

**Changes in Strawberry v6.4.17 (2022-09-28)**
====================================

- New: Assigning a quota team on project creation can be made mandatory.
- Changed: Add creator name of annotations in annotation PDF.
- Changed: Improved performance of library ingest operations for libraries with many mediator packages.
- Changed: Mediator package will no longer be moved to the library if a folder with the same name already exists in the root directory.
- Changed: The UID/GID challenge now waits up to 60 seconds for the files to appear on the filesystem.
- Fixed: 'CREATE FOLDER' context menu entry was shown for projects/libraries.
- Fixed: Removing orphaned proxy files failed for certain directories.
- Fixed: Library ingest created broken mediator package assets if related files already existed in the destination.
- Fixed: Downloading high-res media files made the files inaccessible to editors.
- Fixed: Proxy deletion trips over files from proxies with an older structure version.
- Fixed: Deleting folder from the database did not work if the folder was already removed from the

filesystem

**Changes in Strawberry v6.4.16 (2022-07-19)**
======================================

- New: Creation date of API keys is shown in the admin panel.
- New: Random/sequenced number project custom metadata generator fields.
- New: Project name generation can be solely based on custom metadata.
- New: Projects can be created via the web browser.
- New: Admin panel will block user interactions until it is fully loaded.
- New: `sb fingerprint` command.
- New: Project search filters related to Team & Quota management.
- New: Introduce audit.log to track file operations performed by Strawberry.
- New: File hashing is throttle to 50MB/s by default.
- New: Introduce general WatchDogJob to monitor all long running operations.
- Improved: Updated Ruby to 3.1.2.
- Improved: Updated RubyGems to 3.3.12.
- Improved: Updated Bundler to 2.3.12.
- Changed: Project quota is now calculated based on the assigned 'quota team'.
- Changed: Making Team quota great again.
- Changed: Updated r3d-decoder to new R3DSDK.
- Changed: Immediatly reindex Project after creation to allow it to be created without being opened.
- Changed: WatchDogJob is run in a busy loop.
- Changed: Enable file hashing by default.
- Changed: Link Proxy files when linking the Asset.
- Fixed: Slow upload speeds via the Skies panel.
- Fixed: Load session modal was not shown after login via OpenID Connect.
- Fixed: Project sessions can not be closed after reloading the frontend.
- Fixed: Hover scrub slider blocked interactions with view player buttons.
- Fixed: CVE-2022-32224, CVE-2022-31072, CVE-2022-32209, CVE-2022-30122, CVE-2022-30123, CVE-2020-26247.
- Fixed: Reindexing a moved image sequence.
- Fixed: Unicode exeptions when migrating clip names.
- Fixed: Searching for dirnames in search_assets table.
- Fixed: Refresh unmounted projects.

**Changes in Strawberry v6.4.15 (2022-07-01)**
======================================

- Fixed: Clicking on the proxy playback control buttons made to video playback position jump.

**Changes in Strawberry v6.4.14 (2022-05-23)**
======================================

- Changed: Temporarily disable the `sb repair` command to find orphaned proxy files.
- Fixed: Duplicated validation error when trying to create a project without selecting a template.
- Fixed: `sb repair` exception when running the 'Whole Thing' caused by the change of clip name.
- Fixed: Migrating the database failed when asset clip_names contained invalid unicode.

- Fixed: Sort headers did not update when switching between project and asset search.
- Fixed: Advanced search filter in gallery search.

**Changes in Strawberry v6.4.13 (2022-05-16)**
======================================

- New: Add `UpdateInode` job to ease storage migration and manual archival retrievals.
- New: Enable Skies HiRes downloads with limits and user roles.
- New: Update `blackmagic-decoder`.
- New: Automatically delete orphaned `Proxy` files. (A `Proxy` file is an orphan if it does not have a database entry pointing to it.)
- New: Use `Asset` clip name when sorting by name.
- New: Store Project size with and without linked-files.
- New: Drop all Redis TTLs to prevent them from expiring and causing the `FolderIndexCleanupJob` to run prematurely.
- New: IndexerWatchDogJob checks also the consistency of enqueued and processed list, e.g. when something is processed it also must be present in the enqueued list.
- New: Improve logging when deleting obsolete `Proxy` files.
- New: Show View farm version in the 'Node and worker control' section of the admin panel.
- New: Download of hires media via Skies.
- Improved: The event log now properly shows archive notifications and also enables Admins to show only errors.
- Improved: Easier scrubbing through the proxy timeline.
- Improved: Change uniqueness of `IndexDelegatorJob` to `until_and_while_executing` preventing clogging the queue with one job.
- Improved: Prevent deleting Proxy files that do not live in our Proxy directory.
- Improved: Changed preferred Mediator XML property from `Episode-Ttile` to `title`.
- Improved: Treat archived libraries as archived and show them in the list of archived projects.
- Improved: Sorting of nil values in search results.
- Changed: Increase `assets` workers to 30 (e.g. Single file linking).
- Changed: Remove IFF support.
- Changed: Projects can now be sorted by 'last open' instead of 'modified'.
- Changed: Gallery asset download settings supersede the user's capabilities.
- Fixed: Race conditions when creating `Proxies` could lead to inconsistent icons and `Proxy` files.
- Fixed: The indexer did not raise an error if the Project folder does not exist.
- Fixed: Deletion of removed assets and assets without generic files for FolderIndexJobCleanup.
- Fixed: UserSetting not being destroyed properly.
- Fixed: Pagination for notifications.
- Fixed: Deduplication has to honor the Timezone when comparing mtimes.
- Fixed: UnarchiveJob did not properly update the search results.
- Fixed: Exclude archived files with inode 0 from AddLinkedFilesFlagToGenericFiles migration.
- Fixed: Updating the CustomMetadata of archived `Assets`.
- Fixed: Archived ingest libraries are not shown in the admin panel.
- Fixed: Pagination does not work for notifications in the admin panel.
- Fixed: Error modal popup in the admin panel when Skies hub could not be reached.
- Fixed: Filtering for asset failure notifications did not apply the notification type filter.
- Fixed: Library ingest into a folder where an `Asset` already exists.
- Fixed: Make share-via-email addresses case insensitive.

- Fixed: Copy-Folder-To for Galleries with multiple storages.
- Fixed: MXF clip_names were not being updated when files of the `Asset` changed.
- Fixed: Event log layout in the admin panel.
- Fixed: Correct Timezone in traffic consumption view.
- Fixed: CVE-2022-21831
- Fixed: CVE-2022-24790
- Fixed: CVE-2022-24795
- Fixed: CVE-2022-23437
- Fixed: CVE-2022-22577

## Changes in Strawberry v6.4.12 (2022-02-23)
====================================

- Fixed: Linking Mediator packages into a project twice caused an exception.
- Fixed: Database migrations failed to run in certain situations.
- Fixed: CVE-2022-23634.
- Fixed: CVE-2022-23633.
- Fixed: GHSA-fq42-c5rg-92c2.

## Changes in Strawberry v6.4.11 (2022-02-10)
====================================

- New: Script to create an overview of space saved by hardlinks.
- New: Introduce file size calculation basis as a setting. e.g. Base 2 or Base 10.
- New: Include Assets not related via a subproject relation when downloading a Premiere Project.
- New: Show Skies traffic consumption information in the admin panel.
- Fixed: CVE-2022-23837
- Fixed: CVE-2021-44528
- Fixed: Enqueing a second encode job while the first one is still running displayed a broken image in the frontend until the second job finished.
- Fixed: Multifile MXFs ending up as single file Assets when copied simultaneously.
- Fixed: Encoding bug when using Pixstor Archive API.
- Fixed: Project was deleted when Archiware Legacy API reported a failure on archive.
- Fixed: False positive in Mediator Package matching causing files not being moved in the LibraryIngestJob.
- Fixed: Mediainfo reported the sample rate for CAF files to be 100 time greater than it actually is.
- Fixed: IndexDelegatorJob being randomly stuck on busy systems.
- Fixed: Conforming of Premiere Projects uploaded back to their source PAM project does did not always work.
- Changed: Default timeout to connect to P5 server for archiware is reduced to 60s.

## Changes in Strawberry v6.4.10 (2021-12-03)
====================================

- Fixed: Restoring Archiware projects with the new logic.
- Fixed: Leftover archiving metadata in case of archiving job failure.
- Fixed: False archiving job error in case of clean-up job failure.
- Improved: Permissions on `tmp` directory in strawrage root.

**Changes in Strawberry v6.4.9 (2021-11-25)**
===================================

- New: Configuration options for Archiware for restoring project with the new logic.
- New: Generate reports after Archiware metadata backfills.
- Improved: Log more performance related information for easier problem debugging.
- Changed: Submitter of a gallery asset now always has access to the asset in the gallery.
- Fixed: Filtering asset search results based on directory names searching for assets with multiple directories and/or display folders.
- Fixed: In certain cases folders of mediator packages were hidden incorrectly.
- Fixed: Repairing logic after moving files to a new storage.

**Changes in Strawberry v6.4.8 (2021-11-02)**
===================================

- BETA RELEASE
- Improved: Add capability to allow users without write access to modify metadata.
- New: Approval workflow for gallery assets.
- New: Allow to filter gallery assets based on their approval state.
- New: Show a warning about trial license expiry.
- Changed: 'changed after' asset search option was replaced with a date range picker.
- Changed: Replaced projject force close with unlock edit feature.
- Changed: New native archive strategies now only support the 'plain' format.
- Fixed: Search filter dropdown sometimes do not render properly on M1 Mac.
- Improved: Introducing new synchronization system for the indexer and a watch dog to resolve failures automatically.
- Changed: [Breaking change] The logic handling Archiware P5 archiving/retrieving.
- Added: A tool for backfilling Archiware P5 metadata into Strawberry database.
- New: Frontend: Drag and drop upload of files to galleries and projects.
- Changed: Frontend: Folders can now be created and renamed in projects.

**Changes in Strawberry v6.4.7 (2021-10-05)**
===================================

- BETA RELEASE
- Improved: Allow Mediator Packages to have M2V essence.
- Fixed: CVE-2021-41098 for nokogiri.
- Fixed: Uploading of files with unicode characters in file name.
- Fixed: Updating asset description when user didn't have access.
- Improved: Do not recreate complete folder structure when linking folders.

**Changes in Strawberry v6.4.6 (2021-09-03)**
===================================

- BETA RELEASE
- Fixed: Encoding Mediator Package DASH proxies.
- Changed: Added '.prlock' to the factory denylist.
- Fixed: Race condition when enqueue new GenericFileFingerprintingJobs.

## Changes in Strawberry v6.4.5 (2021-08-30)
=====================================

- BETA RELEASE
- Improved: Assets moved in LibraryIngests according to their metadata can now merge with existing Assets.
- Improved: Always include Linked-Files for Pixit archiving.
- New: Recurring clean-up job for Pixit archiving strategies.
- Fixed: FolderIndexJob being randomly dropped from the queue.
- Fixed: Unsupported Assets were not assigned a Proxy.
- Fixed: Update Rails fixing CVE-2021-22942.
- New: Extract additional metadata from Disney Mediator packages.
- Fixed: Kumulate single Asset retrieval.
- Changed: ProjectCleaner deletes empty folders as well.
- New: Empty folders in a LibraryIngest watchfolder can now be deleted automatically.
- New: Add fixing permissions/ownership of Strawberry main directories.
- New: Add batch fixing permissions on all online projects.
- New: Split up 'normal' and 'share' User list into two accordions in the admin panel.
- Changed: Users can not be forced to set project status information when closing projects.
- New: When using multiple open main projects, users can save the opened projects in 'sessions' and reopen them later
- Fixed: Folder structure was not properly retained when linking nested folders into Galleries.
- New: Always show Sequence names of Premiere Project files when initiating the download via the Skies Extension.

## Changes in Strawberry v6.4.4 (2021-08-06)
=====================================

- BETA RELEASE
- New: Always `chown root:root` top level project directories when fixing permissions.
- Changed: Delete trash and snapshot directories for projects after archiving.
- Changed: Make creating edits more transparent to the user.
- Changed: Grouped notifications have been temporarily disabled until a bug in a upstream dependency is fixed.
- Changed: The local Sidekiq queue is now processed by four processes. Both to improve performance and gather performance data.
- Fixed: Indexer exception when updating generic files under certain conditions.
- Fixed: Folders were not shown in Galleries.
- Fixed: Indexer exception causing image sequence assets not being updated.
- Fixed: Obscure exception why trying to reencode assets that do not have generic files.
- Fixed: Indexer exception when multiple image sequences are stored in the same directory.
- Fixed: The daily search indexer update job could run in parallel.
- Fixed: Temporary paths were not removed when importing single assets
- Fixed: Skies import of Premiere projects that have been used on multiple operating systems did not always work.

## Changes in Strawberry v6.4.3 (2021-07-21)
=====================================

- BETA RELEASE
- Fixed: AtomicCounter was not reset error.
- Fixed: CVE-2021-32740.
- Fixed: CVE-2021-32823.
- Fixed: Project details can not be expanded in Preditor
- Fixed: Retrieve button was shown for archived assets when no project was opened.
- Fixed: Unable to add subprojects in SEM.
- Fixed: In Project Asset display style toggle was invisible.
- New: Support for Mediator Packages.
- New: Move files after library ingest according to metadata.
- New: Add support for PixStor archiving/restoring and single asset retrieval
- New: Add support for Kumulate archiving/restoring and single asset retrieval
- Changed: It is now possible to switch between steps in Project creation modal.
- Changed: Do not allow to archive linked files when using the ngenea strategy.

## Changes in Strawberry v6.4.2 (2021-06-07)
===================================

- BETA RELEASE
- New: Support for AfterEffects in the Skies Adobe Panel.
- New: Allow to set the Skies tier when creating new users.
- New: Show the user's authentication method in the admin panel.
- New: Allow to create deep links into the application for projects and assets.
- Changed: All notification related background job now run in a separate process.
- Fixed: Descriptions could not be unset to an empty value.
- Fixed: Retrieving single files from the archive left temporary directories on the storage.
- Fixed: Download of high-res media did not work.
- Fixed: `pamctl status` only worked when run in certain directories.

## Changes in Strawberry v6.4.1 (2021-05-27)
===================================

- BETA RELEASE
- Fixed: Linking an image sequence did not copy the sequence's GenericFiles.
- Fixed: Do not update rubygems when installing Strawberry.

## Changes in Strawberry v6.4.0 (2021-05-21)
===================================

- BETA RELEASE
- New: Allow to organize Gallery contents in folders.
- New: Allow to download whole Premiere projects as editing proxies via Skies.
- New: Multiple submit to Gallery, release Asset and annotation update notification are grouped together when possible.
- New: Add support for the Blackmagic RAW format.
- New: Allow to set a custom wallpaper per Gallery.
- New: Show the last time a user signed in in the admin panel.
- New: Allow to set a custom message when sharing assets via email.

- New: Allow to set a password when sharing assets via email.
- New: Allow to revoke share via email links.
- New: Skies access level for users can be configured.
- New: Support for archiving using Pixit Media ngenea
- Improved: Internal metadata handling is closer to the actual representation of the source files.
- Improved: Feedback of changes made by other users is faster.
- Improved: EXIF metadata extraction is supported for more file formats.
- Improved: Performance by updating to the latest versions of Ruby and Ruby on Rails.
- Changed: Gallery manager are always allowed to download assets.
- Changed: Remove log_poll_frequency option from archiware.yml configuration file.
- Changed: Prevent all external libraries from archiving.
- Fixed: Custom metadata of de-selected sets is still displayed and searchable.
- Fixed: Certain Premiere project files could not be indexed.
- Fixed: Prevent Archiware archiving if there are no files to be archived.

*Last modified: Mar 11, 2024*

# 1.2.2.2. Proxy Encoder Changelogs

**Changes in View-farm v6.4.21 (2024-03-07)**
====================================

- Changed: Dependency updates.

**Changes in View-farm v6.4.20 (2024-01-08)**
====================================

- Fixed: PostgreSQL yum repository was not reachable anymore.

**Changes in View-farm v6.4.19 (2023-10-16)**
====================================

- Fixed: sb-cli does not install properly.
- Fixed: sb run did not properly execute when given ruby code from outside of sb env.

**Changes in View-farm v6.4.18 (2023-05-16)**
====================================

- Changed: Update dependencies to the same version as Strawberry.

**Changes in View-farm v6.4.17 (2023-04-14)**
====================================

- Improvement: 'Re-wrapping' of Mediator package proxies is about 10 times faster.
- Fixed: Wrong aspect ratio when using 'same as source' resolution for assets which display aspect ratio (DAR) did not match their source resolution.
- Fixed: Sidekiq unique jobs reaper would incorrectly release locks of still-running jobs.

**Changes in View-farm v6.4.16 (2023-02-20)**
====================================

- Fixed: Running Sidekiq jobs were not shown in the Sidekiq web UI.

**Changes in View-farm v6.4.15 (2022-11-16)**
====================================

- Changed: Allow to enable GPU based encoding by setting the mode to `true`.
- Changed: Image sequences are always encoded on the CPU.
- Changed: Added NVIDIA A16 to allowed GPUs.
- Fixed: CLI did not properly forward the exit code of scripts to the caller.

**Changes in View-farm v6.4.14 (2022-09-28)**
====================================

- New: Return the encoding duration (internal use only).
- Changed: Add creator name of annotations in annotation PDF.

**Changes in View-farm v6.4.13 (2022-07-19)**
====================================

- Improved: Updating FFmpeg.
- Improved: Updating libfdk_acc.
- Improved: Updating imagemagick.
- Improved: Updating nginx.
- Improved: Updating freetype.
- Improved: Updating openexr.
- Improved: Updating exempi.
- Improved: Updating lcms2.
- Improved: Updating x264.
- Improved: Updated Ruby.
- Improved: Updated RubyGems.
- Improved: Updated Bundler.
- Improved: Updated r3d-decoder to new R3DSDK.
- Changed: Fix Nvidia driver version to 510.

**Changes in View-farm v6.4.12 (2022-05-23)**
====================================

- Fixed: Installing view-farm after fsbase changed the sb-cli version.

**Changes in View-farm v6.4.11 (2022-05-12)**
====================================

- Changed: Adding new supported GPUs. Virtualized Tesla T4.
- Changed: Updating Blackmagic RAW decoder.
- Fixed: Silent detection for files starting with silence but also containing sounds.

- Fixed: Also apply the timeouts to pre-converter pipelines.

**Changes in View-farm v6.4.10 (2022-02-08)**
==================================

- Fixed: CVE-2022-23837
- Fixed: Enqueing a second encode job while the first one is still running displayed a broken image in the frontend until the second job finished.

**Changes in View-farm v6.4.9 (2022-01-17)**
==================================

- Fixed: Some mediator package proxies could not be encoded.

**Changes in View-farm v6.4.8 (2021-11-25)**
==================================

- Changed: Ignore unknown adaptation sets in mediator package proxy files and handle file names case in-sensitive.

**Changes in View-farm v6.4.7 (2021-10-05)**
==================================

- BETA RELEASE
- Improved: Allow real language tags and pattern matched tags for EncodeDashProxyJob.

**Changes in View-farm v6.4.6 (2021-09-03)**
==================================

- BETA RELEASE
- Fixed: EncodingDashProxyJob for Mediator packages.

**Changes in View-farm v6.4.5 (2021-08-30)**
==================================

- BETA RELEASE
- Fixed: Proxies remain randomly in progress indefinitly.

**Changes in View-farm v6.4.4 (2021-08-06)**
==================================

- BETA RELEASE
- Changed: Updated critical dependency to fix jobs not being run.

**Changes in View-farm v6.4.3 (2021-07-21)**
==================================

- BETA RELEASE

- Fixed: AtomicCounter was not reset error.
- New: Support for pre-encoded DASH proxies.

**Changes in View-farm v6.4.2 (2021-06-25)**

===================================

- BETA RELEASE
- Fixed: Convert all non UTF-8 bytes to UTF-8 for all shell outs.

**Changes in View-farm v6.4.1 (2021-05-27)**

===================================

- BETA RELEASE
- Fixed: Do not update rubygems when installing Strawberry.

**Changes in View-farm v6.4.0 (2021-05-21)**

===================================

- BETA RELEASE
- New: Add support for the Blackmagic RAW format.
- New: Support for GPU accelerated proxy encoding using NVIDIA Quadro cards.
- Improved: Quality of audio for tracks that contain silent channels.
- Fixed: Support for raw image formats.

*Last modified: Mar 11, 2024*

# 1.3. Strawberry 6.4 Upgrade Information

## General Upgrade Information

### What are the System Requirements?

- Support for RHEL 6 and CentOS 6 has ended in November 2020 as both products have reached their End Of Lifetime (EOL). Strawberry 6.4 can not be installed on these OS versions. Please check the RHEL/CentOS versions of your Strawberry server(s) and proxy encoding node(s) and update them if required. Click here for more help on this topic.
- **Strawberry 6.4 supports GPU-based proxy encoding via Nvidia NVENC** if a supported GPU is present in the server.
- The Strawberry Client application **does no longer support** macOS 10.12 (Sierra) and 10.13 (High Sierra)
- The Strawberry Client application now supports macOS 12 (Monterey) and Apple Silicon (M1). Click here for more information on the Strawberry client application requirements.
- Strawberry 6.4 does not offer panel extensions for Adobe CC 2018 & 2019 products. Click here for more information on the Strawberry client application requirements.
- The Strawberry Archiware P5 integration currently supports P5 versions newer than 5.5.5 except for 7.0.0 – 7.0.5. P5 version 7.0.6 has been successfully tested.

## What Needs to be Updated?

Strawberry 6.4 is a major version upgrade and requires all software parts to be updated. This includes…

- the server software (including all 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.

## What's the server update process?

The update process can include multiple steps depending on which Strawberry version you are currently running.

**If you already are on Strawberry version 6.4.x**

The update is incremental and can happen right away.

**If you are on Strawberry version 6.2.x (EOL)**

We will update you to 6.4 right away.

**If you are on Strawberry version 6.0.x. (EOL)**

The update to version 6.4 is a direct one and does not include the step of updating to version 6.2 first. However, changes that were made in 6.2 will apply to 6.4 as well and you should familiarize yourself with important changes in Strawberry 6.2 since they can affect your workflow.

**If you are on Strawberry version 5.6.x (EOL)**

This update needs to be performed in 2 – 3 steps.

1. Update to Strawberry 5.6.12 (can be skipped if either Strawberry 5.6.11 or 5.6.12 is already installed | Important: Strawberry 6.0 Update Info!) | Strawberry 6.2 Update Info!
2. Run the " prepare_60_update" script from CLI [1]
3. Update to Strawberry 6.4.x

**If you are on Strawberry version 5.4.x (EOL)**

This update needs to be performed in 3 steps.

1. Update to Strawberry 5.6.12 (Important: Strawberry 6.0 Update Info!) | Strawberry 6.2 Update Info!
2. Run the " prepare_60_update" script from CLI [1]
3. Update to Strawberry 6.4.x

**If you are on Strawberry version 5.2.x (EOL)**

This update needs to be performed in 4 steps.

1. Update to Strawberry 5.4.3
2. Update to Strawberry 5.6.12 (Important: [Strawberry 6.0 Update Info!](#)) | [Strawberry 6.2 Update Info!](#)
3. Run the " prepare_60_update" script from CLI `[1]`
4. Update to Strawberry 6.4.x

**If you are on Strawberry version 5.0.x or an older version ([EOL](#))**

If you are on Strawberry version 5.0.x or another EOL version, please [contact our support](#) for details regarding the update.

# Important and/or Breaking Changes

Strawberry 6.4 is a major upgrade that includes new features and changes to existing ones. Some of these changes might impact your existing workflows, so you should familiarize yourself with them **before** the update.

**Important Changes to Skies Tiers**

Until version 6.2, Strawberry offered a single skies tier for all users. From version 6.4.0 onwards, Strawberry offers 3 Skies tiers. Skies users that existed pre-Strawberry 6.4 will automatically be converted to the highest Skies tier, the `Creator` tier. Administrators can [change Skies tiers on a per-user basis](#) at any time in the Strawberry Admin panel.

**Important Changes to Archive Strategies**

To better comply with modern archive workflows and to simplify the retrieval of individual files from the archive, Strawberry 6.4 no longer offers the `TAR` option for **new** Archive Strategies. Projects archived as `.tar` files will still be retrievable with Strawberry 6.4 and future Strawberry versions. Existing Archive Strategies that are using the `TAR` option remain unchanged.

**Important changes to Team Quotas**

As of version 6.4.16, Strawberry comes with a new quota system that gives Administrators a more accurate overview of the actual storage space consumption of each Strawberry-managed team. Compared to the previous quota system, a single project can no longer count towards the quotas of multiple teams but can now count towards a single team only. While a project can still be assigned to multiple teams, only one of these teams can be responsible for the storage size of that project from a quota point of view. Please check the [related manual page](#) for more detail.

**Important Changes to the Archiware P5 Integration**

Up until now, Strawberry's API integration into Archiware P5 completely relied on so-called `Job Inventory IDs` for Strawberry to be able to retrieve files from a P5 archive plan. In October 2021, Projective was made aware that P5 starts deleting these IDs once the `job inventory Index` that holds these IDs runs full, which results in Strawberry being unable to retrieve the affected assets from the archive. While this behavior is non-destructive for assets in the archive, it is impossible to retrieve affected assets and projects via the Strawberry user interface. To work around this issue, Strawberry 6.4 offers a method to rebuild the P5 job inventory on a per-project basis, which allows customers to retrieve affected content from the archive via Strawberry. However, this method requires manual preparation

inside the Strawberry Command Line Interface. Affected customers should contact our support to get additional info on how to initiate the process.

**Important Changes to the "Trash" And "Snapshot" Directories**

After a project has been successfully archived or deleted, Strawberry 6.4 will immediately remove the project from the `Snapshot` and the `Trash` directories. This change will result in a more accurate representation of available storage space after an archival or deletion operation.

**Important changes to External Libraries**

External Libraries can no longer be archived via Strawberry.

# Footnotes

`[1]` Running the prepare_60_update script might take some time, depending on the number of proxy files generated on your installation. Alternatively, we can manually execute this last step after the update to 6.4.x has been performed. During the manual execution, the proxy files might be displayed with an empty placeholder, and these will come online one by one.

*Last modified: Nov 29, 2023*

# 1.4. Strawberry Product Life Cycle

Below you can find the life cycle for each version of Strawberry, including release dates and end-of-life (EOL) dates. The listed release dates and end-of-life dates include the Strawberry server software, proxy encoding node software as well as client applications for macOS and Windows. If your current Strawberry version is "end-of-life", please schedule an update on our support page.

## Strawberry Life Cycle

If your current Strawberry version is "end-of-life", please schedule an update on our support page.

| Major Version | Release Date | End-of-Life | End-of-Support |
|---|---|---|---|
| 6.4.x | Nov 15, 2021 | TBA | TBA |
| 6.2.x | Sep 18, 2020 | Sep 17, 2022 | Dec 31, 2022 |
| 6.0.x | Dec 12, 2019 | Dec 11, 2021 | Mar 10, 2022 |
| 5.6.x | Dec 07, 2018 | Dec 06, 2020 | Mar 05, 2021 |
| 5.4.x | May 08, 2018 | May 07, 2020 | Aug 6, 2020 |

## Classic Mode EOL

If you are still operating Strawberry in Classic Mode (CM), please contact our support team to discuss and plan the switch to Shared Edits Mode (SEM). If you require further information about SEM, please

[click here](#).

| Release Date | End-of-Life | End-of-Support |
|---|---|---|
| Jan 14, 2014 | Dec 31. 2022 | Mar 31, 2023 |

# Glossary

## Client Software

Client software refers to the Strawberry client applications for macOS and Windows, including all extension panels for Adobe Premiere and Adobe After Effects.

## End of Life (EOL)

This refers to the date on which a major version's last patch version was either released or will be released. Once the EOL date of a major version has passed, Projective will no longer provide any new features, patches and bug fixes for the respective major version. This includes the Strawberry server software as well as the client softwares.

## End of Support (EOS)

This refers to the date until which Projective will assist with support-related tasks such as configuration assistance and troubleshooting. If a bug occurs during the EOS period, affected customers must first update to a Strawberry version that is not EOL. Once the EOS period of a major version has passed, Customers must update to a version that is not EOL to receive further support.

## Release Date

This refers to the date on which a Strawberry major version was initially released to the public.

## Server Software

Server software refers to the Strawberry server software as well as proxy encoding node software.

## TBA

TBA is an abbreviation for "To Be Announced".

## Version

This refers to the major Strawberry version and patch releases and includes the Strawberry server software and client applications. E.g., In the version number `6.4.14`, `6.4` is the major version, and `.14` is the patch release version. The version representation `6.4.x` means *the major version and all of its patch releases*.

*Last modified: Nov 11, 2022*

# 1.4.1. Strawberry's Classic Mode will be EOL by the end of 2022

This page is to officially inform you that Projective will put Strawberry's "Classic Mode" (CM) end-of-life (EOL) by December 31st, 2022. Strawberry server, client, and Adobe panel versions released after the EOL date will no longer be capable of operating in this mode and we will no longer release bug fixes for it.

Customers who are currently under support & still run Strawberry in CM can switch to the new, more feature-rich "Shared Edits Mode" (SEM) without additional cost.

Please make sure to contact us in a timely manner so that the transition can be planned & completed by the end of 2022! If you are unsure which collaboration mode is currently active on your Strawberry server, please check out the related support page for help. If your system is already running SEM, no further action is required on your end.

## The Benefits of the Shared Edits Mode

SEM enables a range of advanced collaboration features while being more flexible than CM.

- Multiple editors can open the same Strawberry project at the same time to work on it together.
- SEM supports advanced NLE collaboration features such as "Adobe project locking", "Adobe Productions" and "Avid bin locking", enabling editors to collaborate on content in real-time.
- Subprojects are still supported by SEM but can be turned off if preferred.
- Multiple projects can be opened side by side without having to "chain" them together in a parent-subproject relationship.
- Operations such as opening and closing projects always happen in an instant, regardless of the number of media files in them.

## Migrating from CM to SEM

Dozens of customers have already been migrated from CM to SEM and in most cases, the process is straightforward. As usual, every customer environment is a bit different and we would like to have a discussion with you about potential impacts on workflows and third-party integrations. Please contact our support team to set up a call to understand how to switch to SEM in your environment.

*Last modified: Jan 24, 2023*

# 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: Mar 24, 2021*
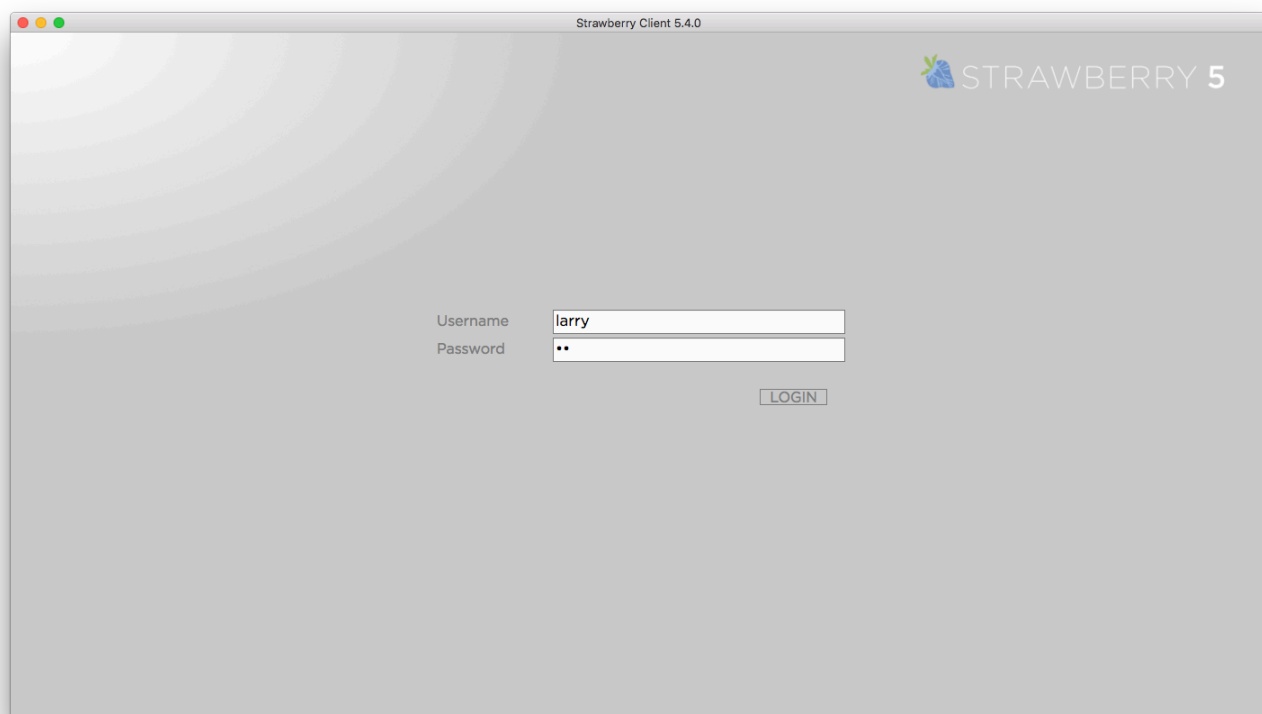
# 2.1. Getting Started

## Contents

- [Getting Started with Strawberry on-premises](#)
- [Getting started with Strawberry SaaS Deployments](#)

*Last modified: Dec 22, 2023*

# 2.1.1. Getting Started with Strawberry On-Premises Deployments

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 setup process of your personal settings. Click "Next" to get started.
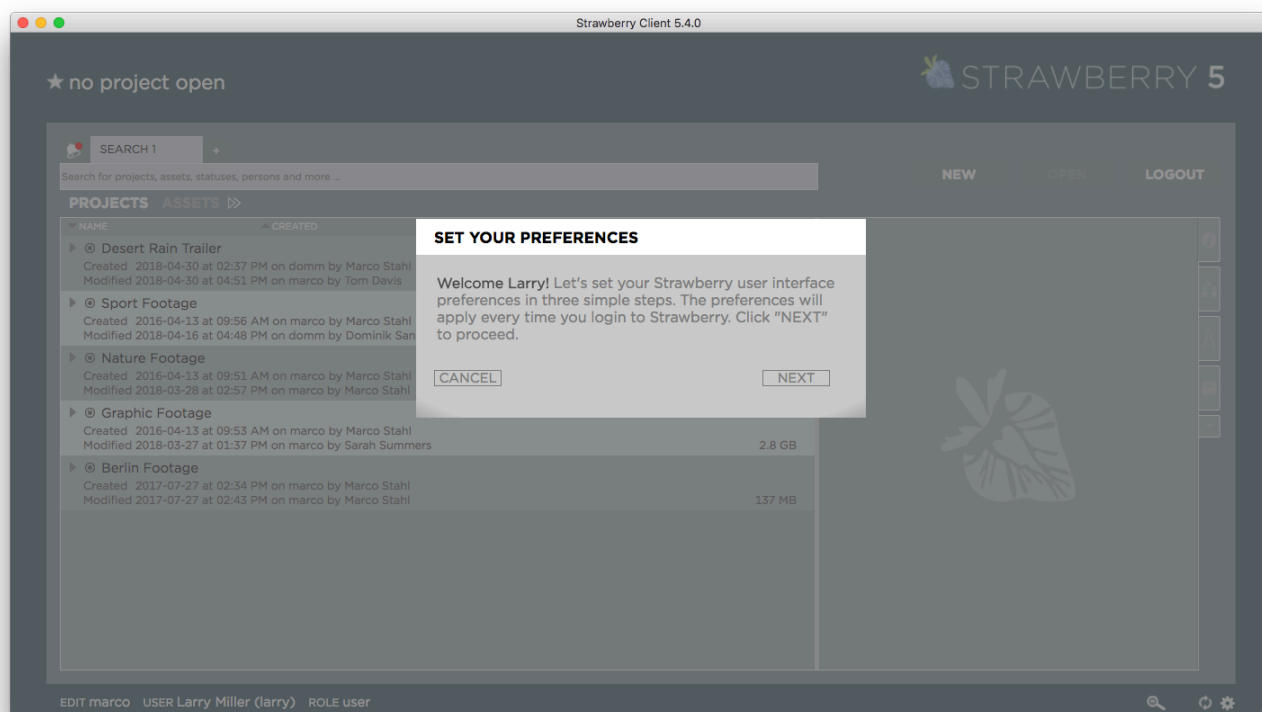


4. Tell Strawberry how you would like to see the project list. The "extended" view provides more information for each project, while the "classic" view provides more projects per page. Once you have

decided, click "Next."
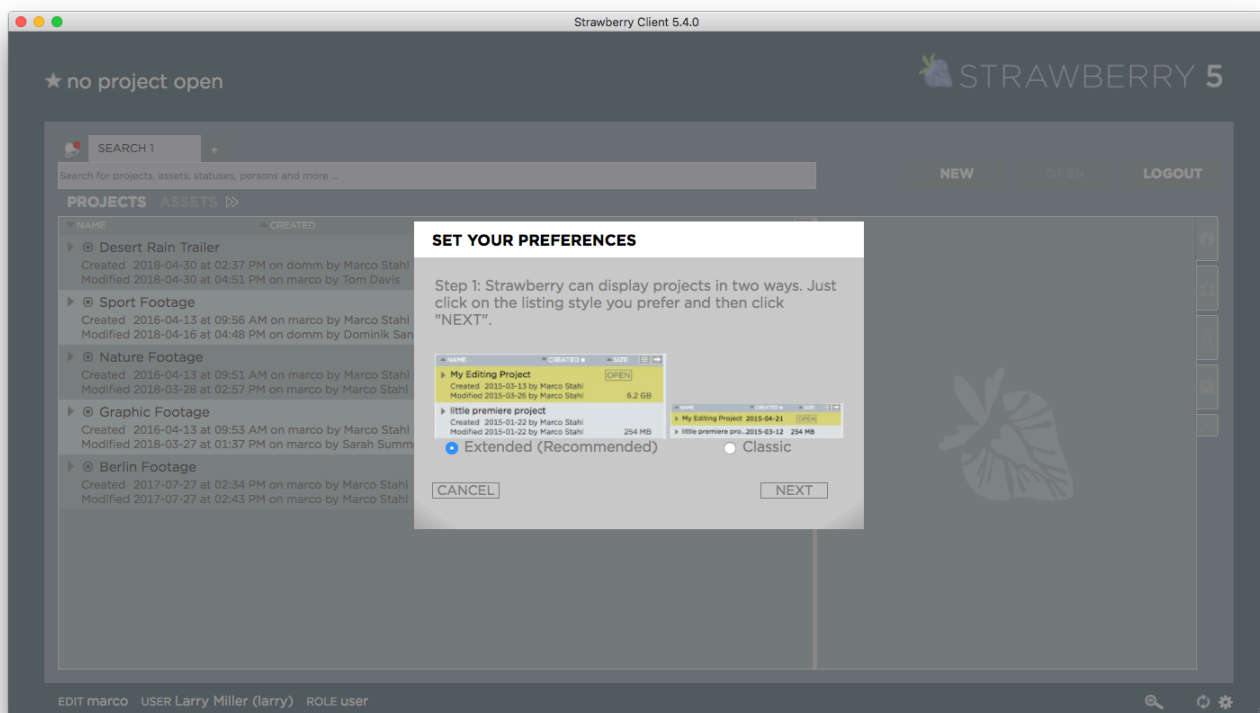


5. Define the size of proxy thumbnails by moving the slider to the left (smaller thumbnails) or the right (larger thumbnails). Once you have decided, click "Next."
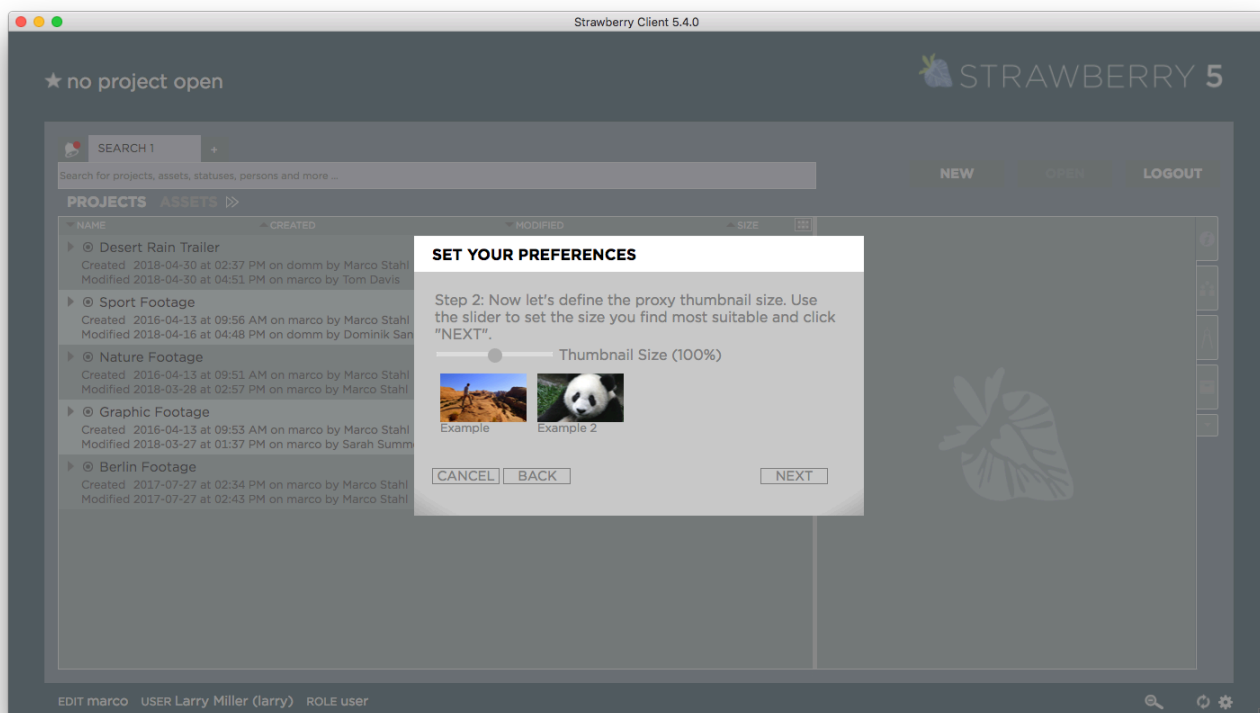
6. Select one of the included Strawberry background images or upload your own by clicking on the "Upload Background" button. When uploading your own background, please make sure that it has a resolution of at least 1920×1080 pixels. If you are usually working on a 4k or 8k screen, make sure to upload a background image with a proper size. Once you have decided, click "Next."
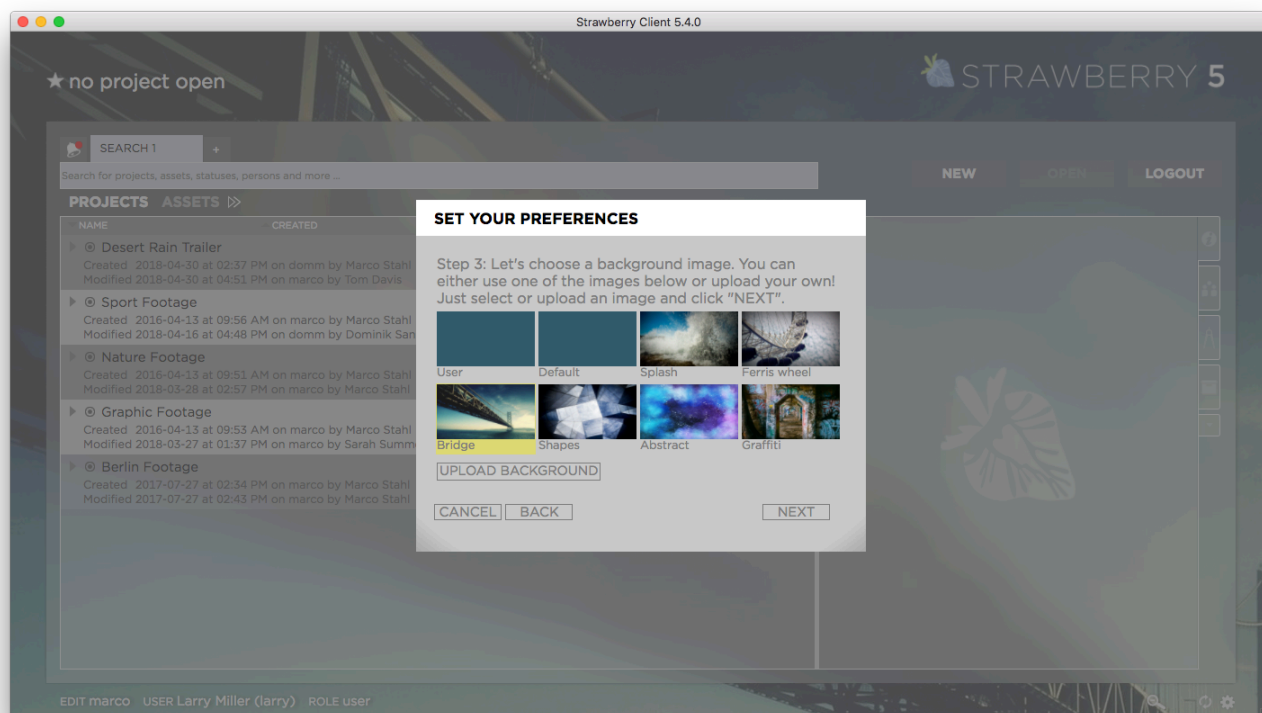


7. Enter your work email address and, if prompted, your Slack username. Click here if you need help in identifying your Slack username. Then click "Confirm."
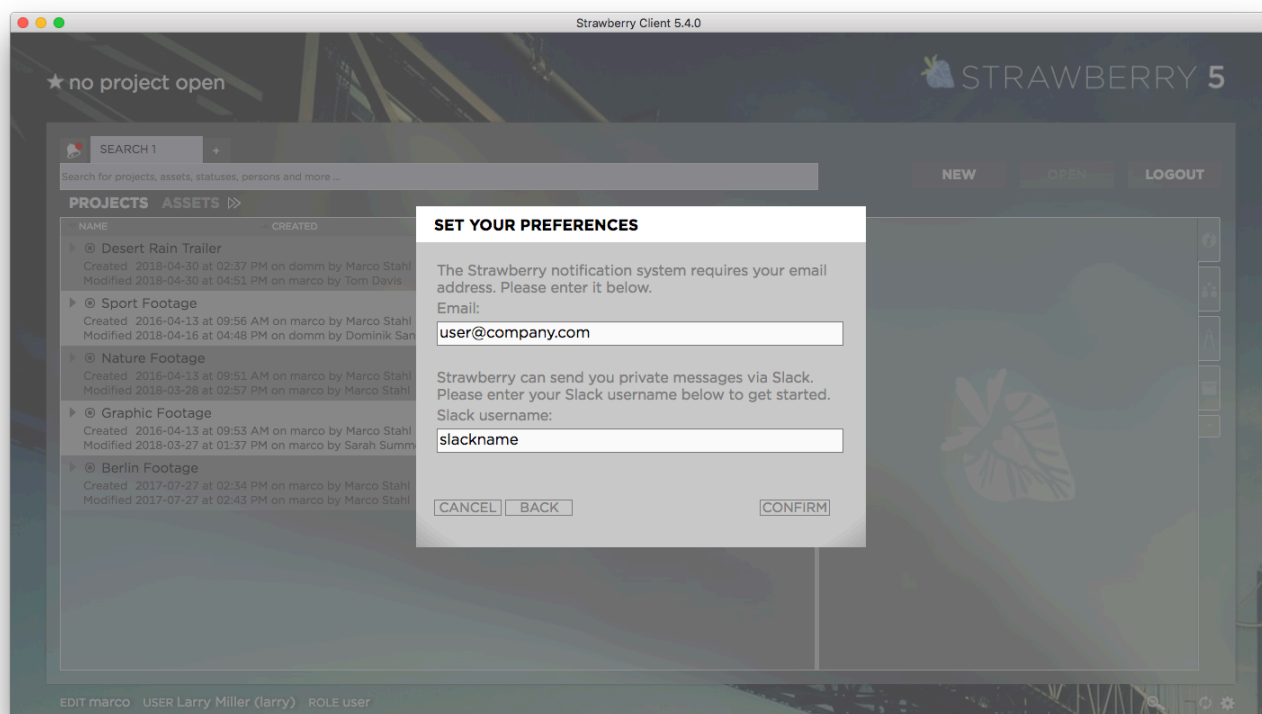
8. In the last step, click "Done." Once logged into Strawberry, you can change your settings at any time by clicking on the settings wheel in the lower right corner of the user interface.
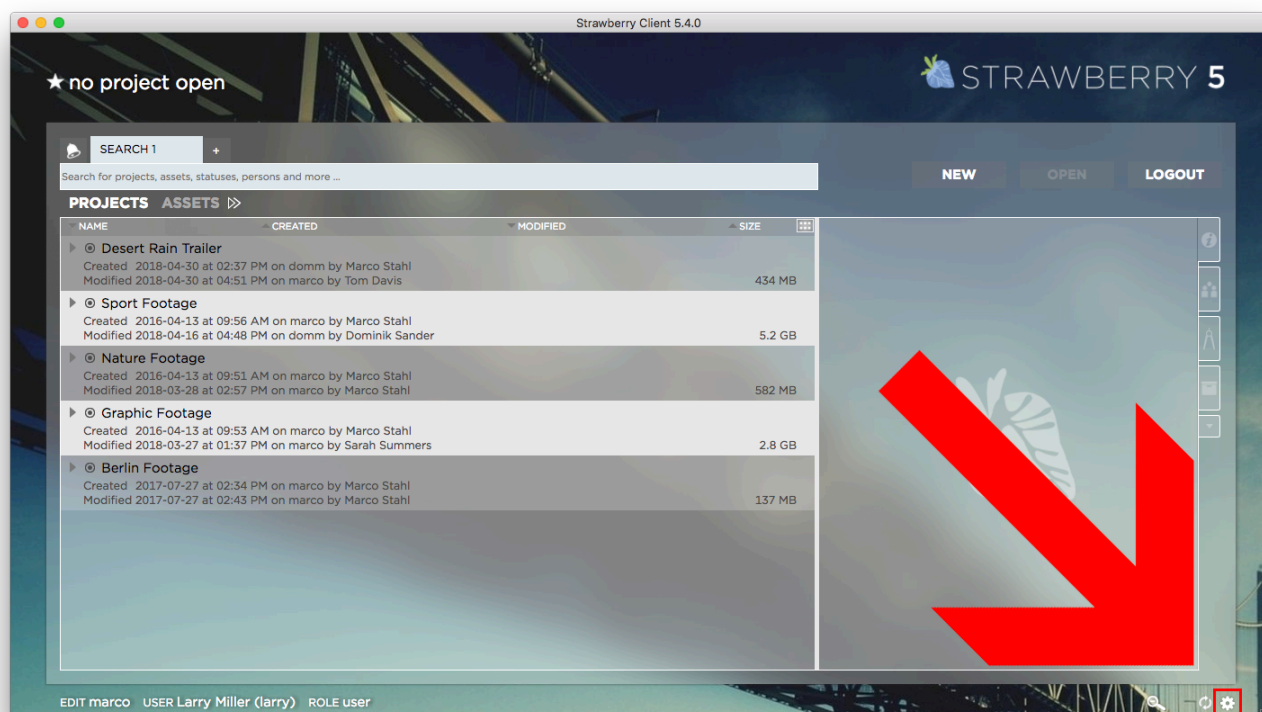
# 2.1.2. Getting started with Strawberry SaaS Deployments

## Requirements

- The below steps are only valid when running Strawberry in the cloud with LucidLink storage. If your company runs Strawberry on-premises, please use these steps instead.
- To perform the below steps, you must have a user account in Strawberry or through your company's single sign-on (SSO) system.

## Step 1: Downloading the Software

- Download the latest supported Lucidlink app for macOS by clicking on this link.
- Download the latest Strawberry SaaS client for macOS by clicking on this link.

## Step 2: Installing the Lucidlink App

In this step, you will install the LucidLink client for macOS. Please note that once the Lucidlink app has been installed, you don't need to connect to a filespace, meaning you don't need to provide credentials. Instead, you want to proceed with installing the Strawberry client application.

- Follow the LucidLink installation instructions for macOS by clicking on this link.
- The Lucidlink installation process requires you to restart your computer at least once.

## Step 3: Installing the Strawberry macOS App

In this step, you will install the Strawberry SaaS client.

Please click here to get to the installation instructions for the Strawberry SaaS client app for macOS.

## Step 4: Testing & Login

Once both the Strawberry client app and the Lucidlink app are installed, you can log in with your Strawberry credentials.

*Last modified: Dec 22, 2023*

# 2.1.2.1. Installing the Lucidlink Client on macOS

## Introduction

The following steps will walk you through the LucidLink client installation process. Please always

download supported LucidLink from the designated Projective download portal, not the LucidLink website. This will ensure that your installed LucidLink client is compatible with your Strawberry version.
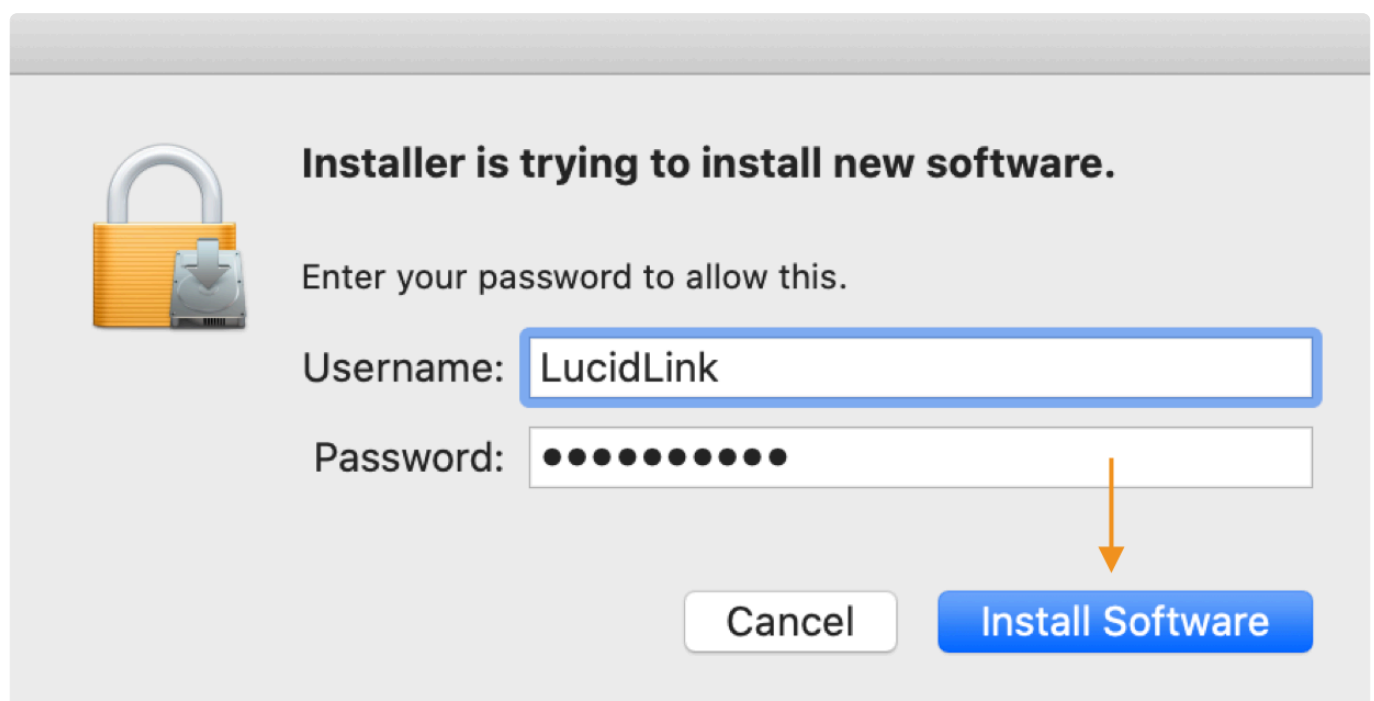
# Installation

1. Download and install the latest supported LucidLink version from the Projective download portal.
2. Review the introduction and click 'Continue'.
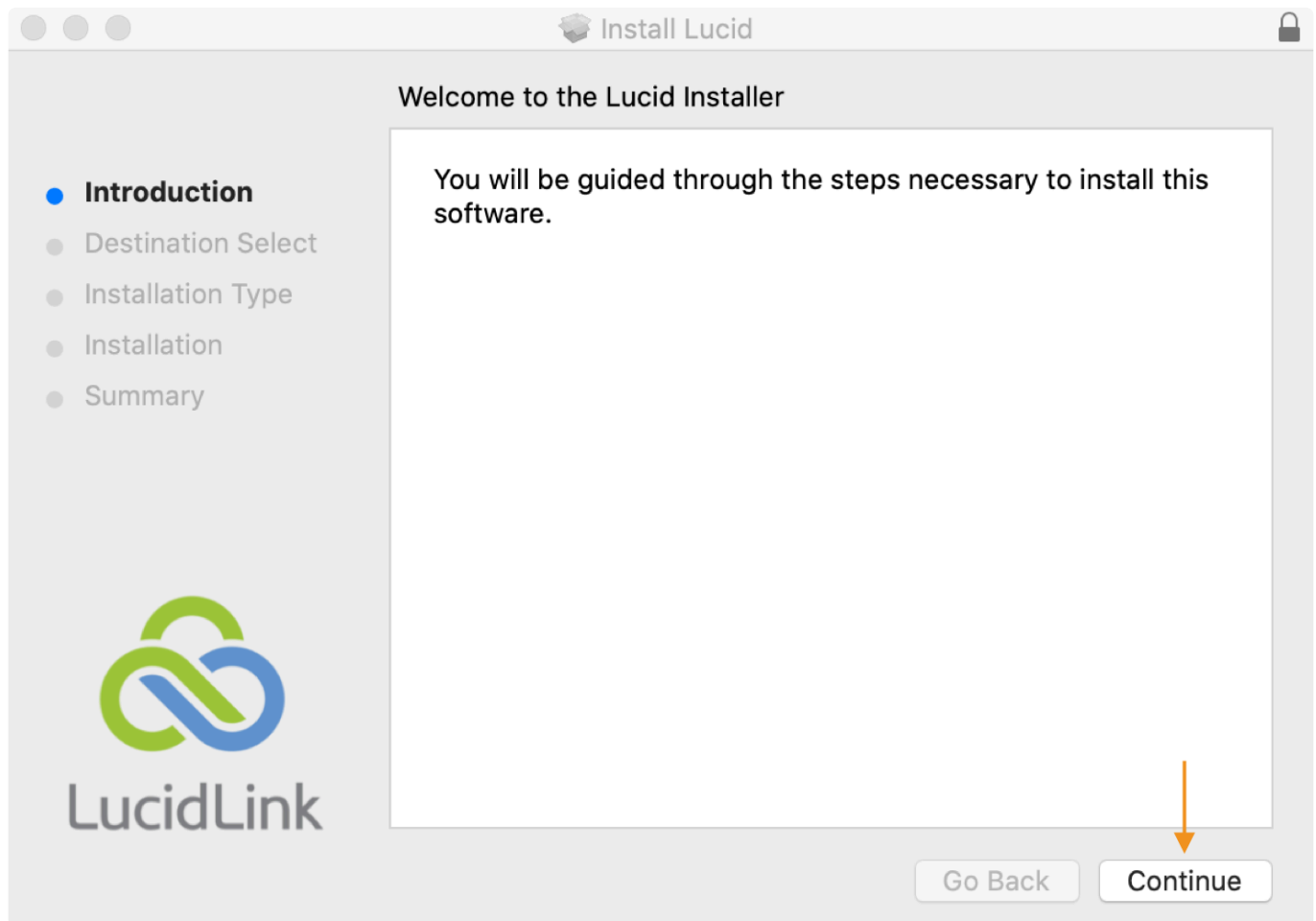


3. Please choose if you would prefer to specify the installation location and review your installation type; otherwise, select `Install` to continue.
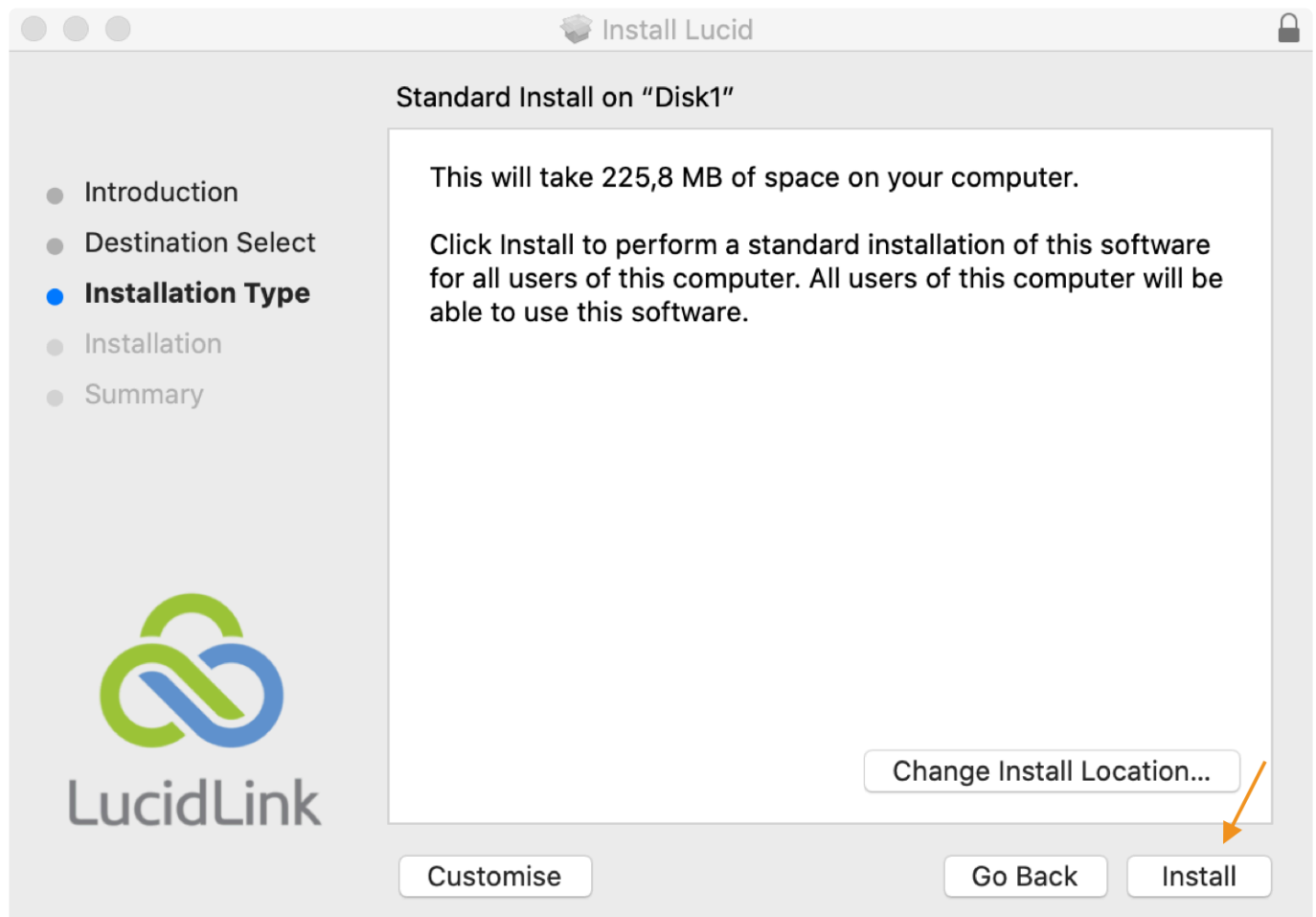
4. You will require an administrative user and password to install; please ensure you provide valid user details before selecting `Install Software` to begin installation.



5. Please wait while the installation wizard completes our client installation.
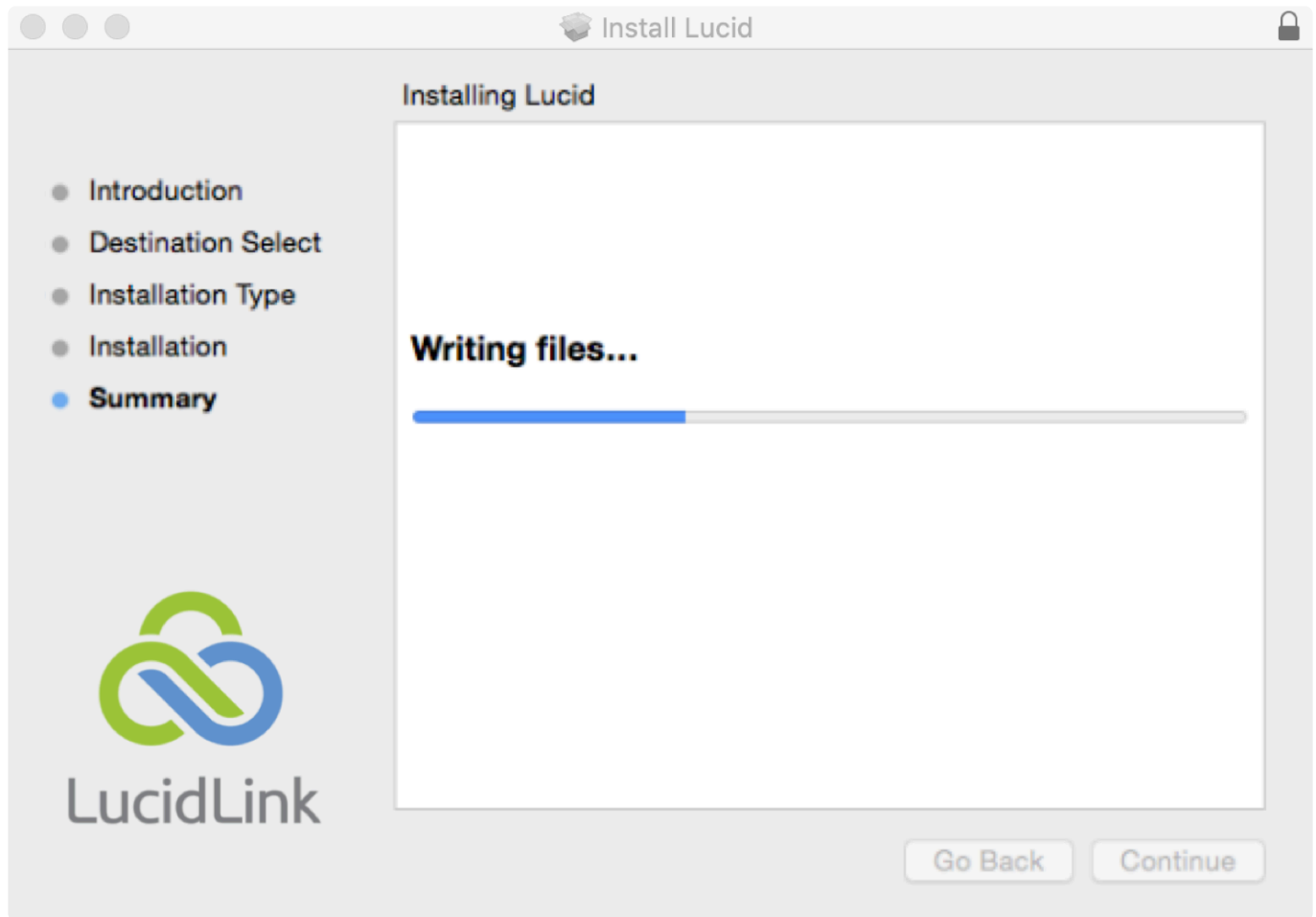
Benjamin Fleischer FUSE for macOS kernel extension must be installed and allowed as a dependency on macOS. Users with strongly secured environments receive a warning to allow 3rd-party driver installation.

Click on the `Open System Preferences` button in the dialog, or if you closed it go to `System Preferences > Security & Privacy > General`.
Then click the `Allow` button to enable the FUSE extension.
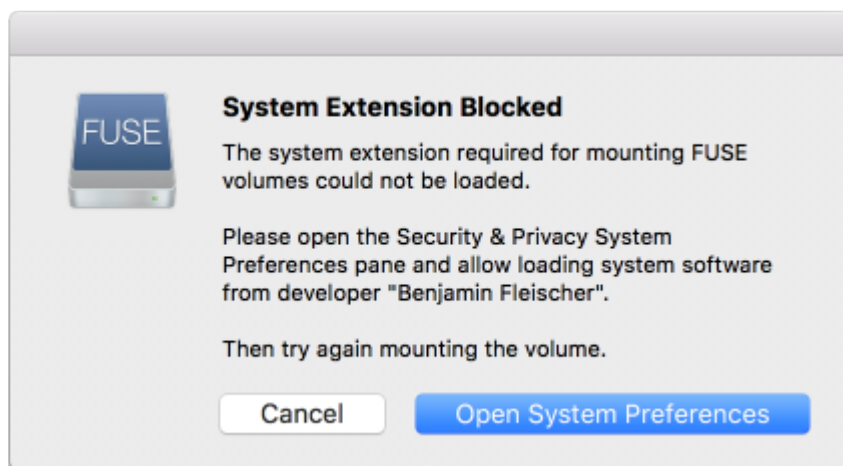
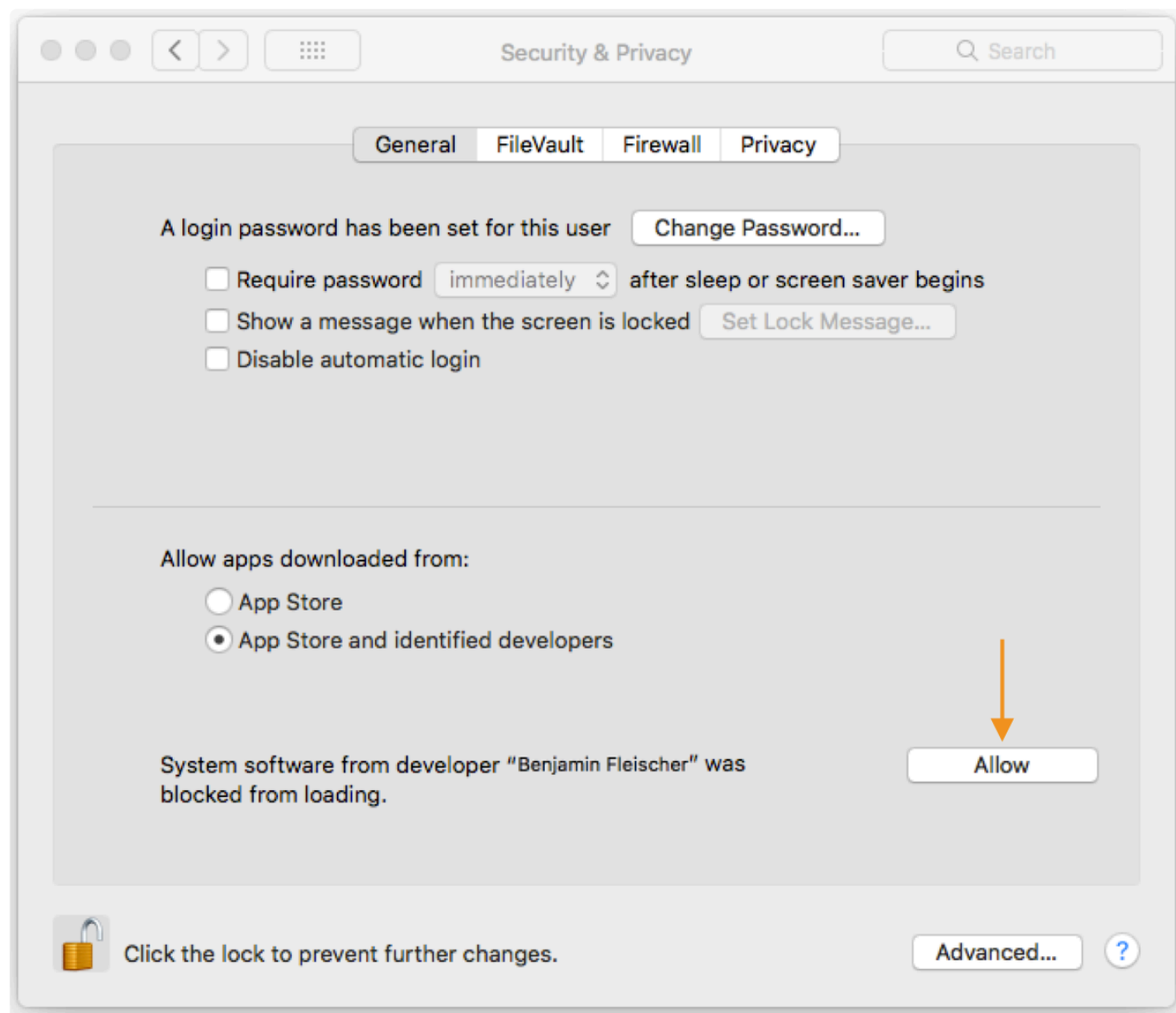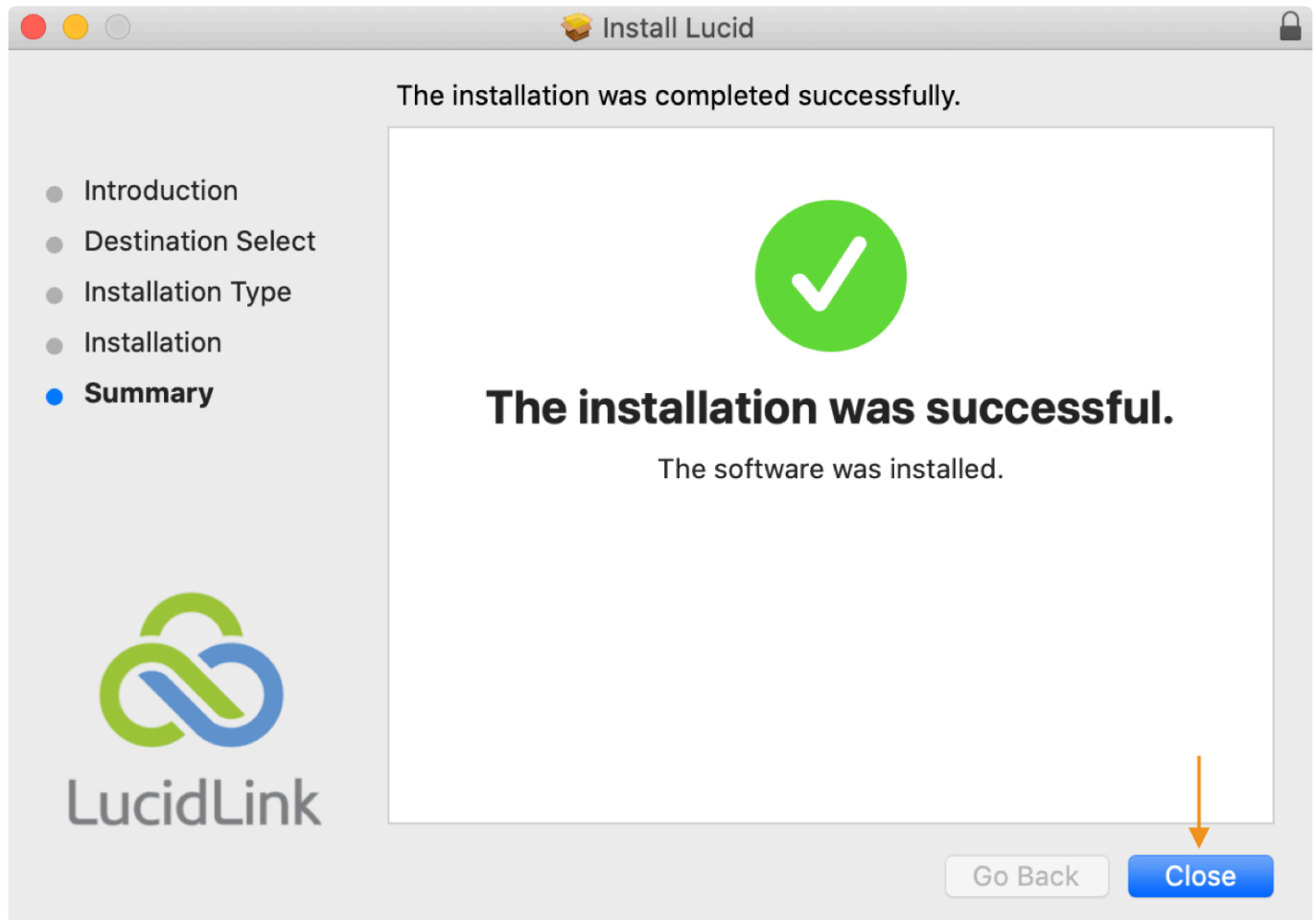6. Once the installation wizard completes, please review the installation summary and consult our knowledge base articles, and forums and/or create a support ticket in the unusual event of any errors.

When the installation is successful, click 'Close'.

7. Now proceed with the installation of the Strawberry client application.

# 2.1.2.2. Installing the Strawberry SaaS Client on macOS

## Prerequisites

• The instructions below only apply when running Strawberry as a cloud service with LucidLink storage. If you are running Strawberry on-premises, please use these instructions instead.

## Installation

1. Download the latest Strawberry SaaS client by clicking on this link.
2. Start the installation by double-clicking on the `.pkg` file.
3. Follow the installation steps until you reach the `Installation Type` section.
5. When using Adobe Premiere or After Effects, keep the box next to `Strawberry Adobe panel 6.4.x` checked.

6. Click `Continue` and then `Install` in the next window.

7. Once the installation is completed, proceed with [configuring the Strawberry SaaS client](#).
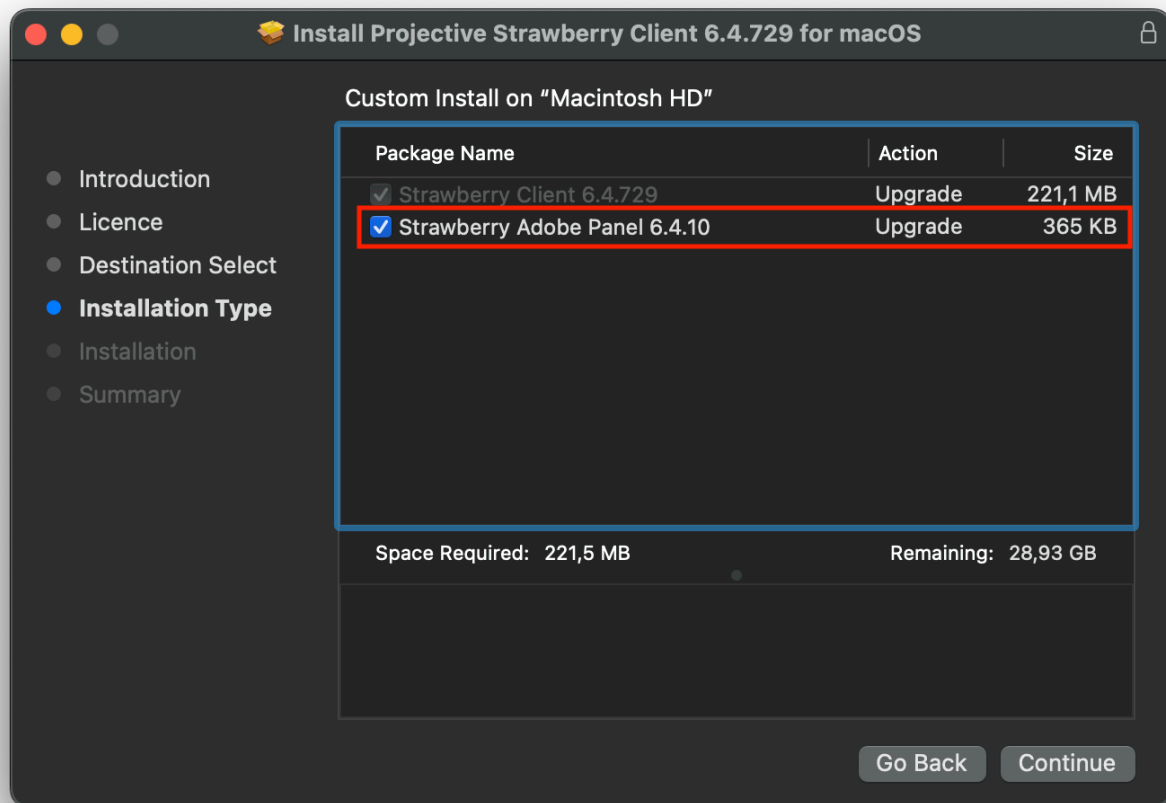
*Last modified: Dec 22, 2023*

# 2.1.2.3. Configuring the Strawberry SaaS Client on macOS

## Prerequisites

• The instructions below only apply when running Strawberry as a cloud service with LucidLink storage. If you are running Strawberry on-premises, [please use these instructions instead](#).

## Configuration

1. Start the Strawberry SaaS client.

2. On the `Configuration` screen, click next.

3. In the `Server Configuration` section, you need to provide the following information:

**Strawberry Server**

Please enter the full URL of your Strawberry Skies server, including the `https://` prefix. An **example** of a valid URL is `https://acme.skies.link`. If you are unsure what the URL of your company's Strawberry Skies server is, please get in touch with your Administrator.
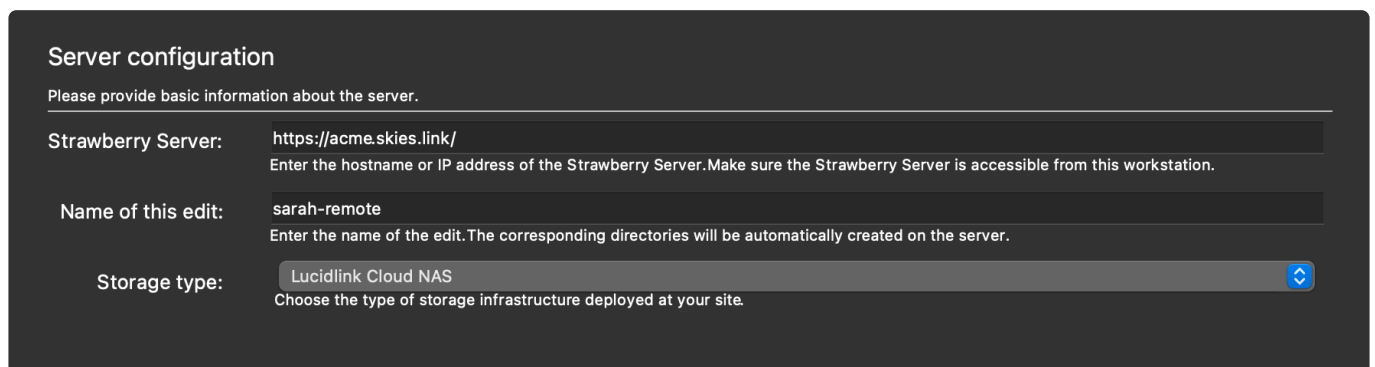
**Name of this edit**

Choose a name that uniquely identifies your Computer. An **example** for a valid name is `sarah-remote`.

**Storage Type**

Select `LucidLink Cloud NAS` from the dropdown menu.

**Here is an example configuration**



4. Click `Next`.
5. In the `Paths to editing application` you can [add additional applications](). If you are unfamiliar with that process, click `Finish`.
6. Once you click `Finish`, the Strawberry SaaS client will restart. The Strawberry client will automatically connect to your organization's LucidLink filespace upon launch.
7. You can now log in with your Strawberry or SSO credentials.

*Last modified: Dec 22, 2023*

# 2.2. Subscriptions

## About

To receive status notifications for a project or asset, you must subscribe to it 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
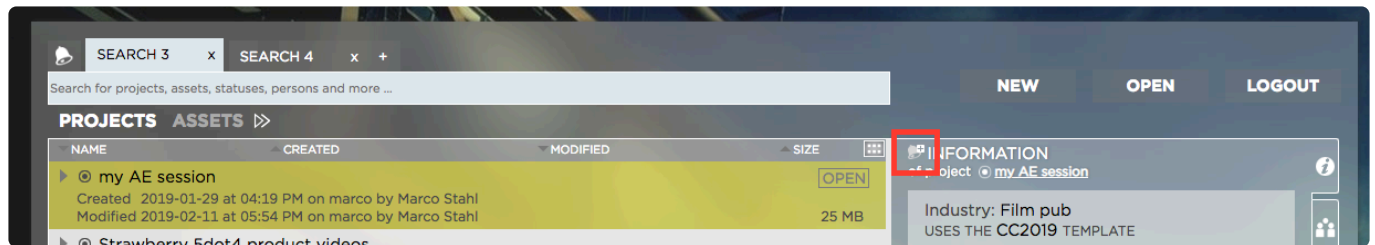
3. You are now subscribed to this project

# 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
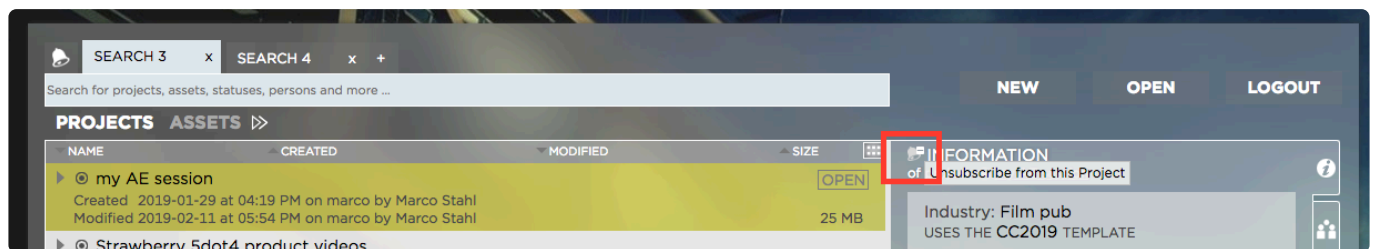


# Manually Subscribing to an Asset

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
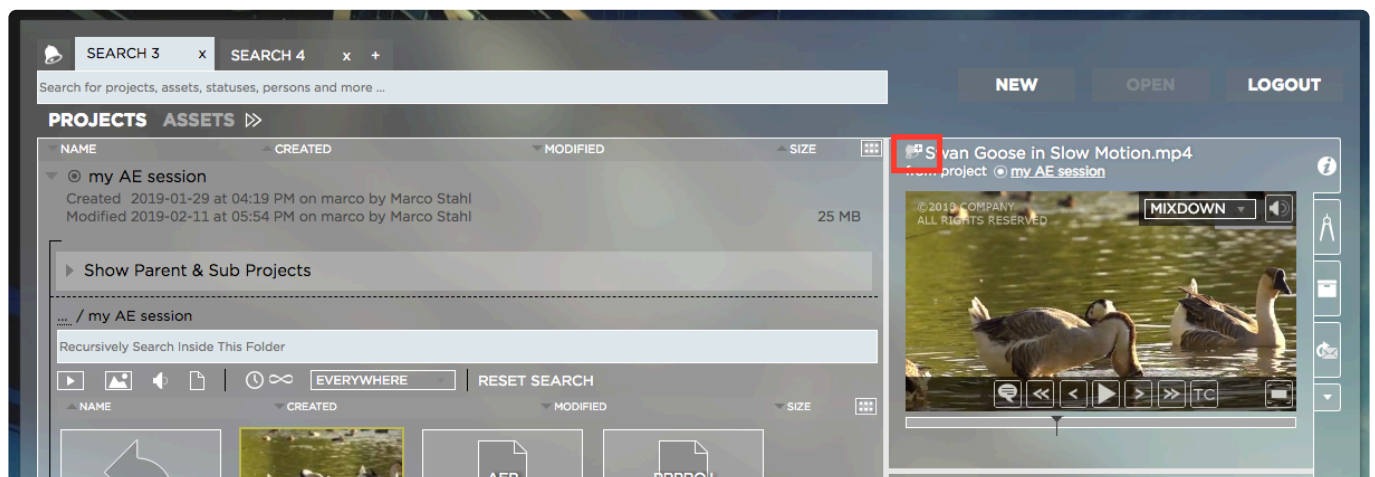


# Manually Unsubscribing from an Asset

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
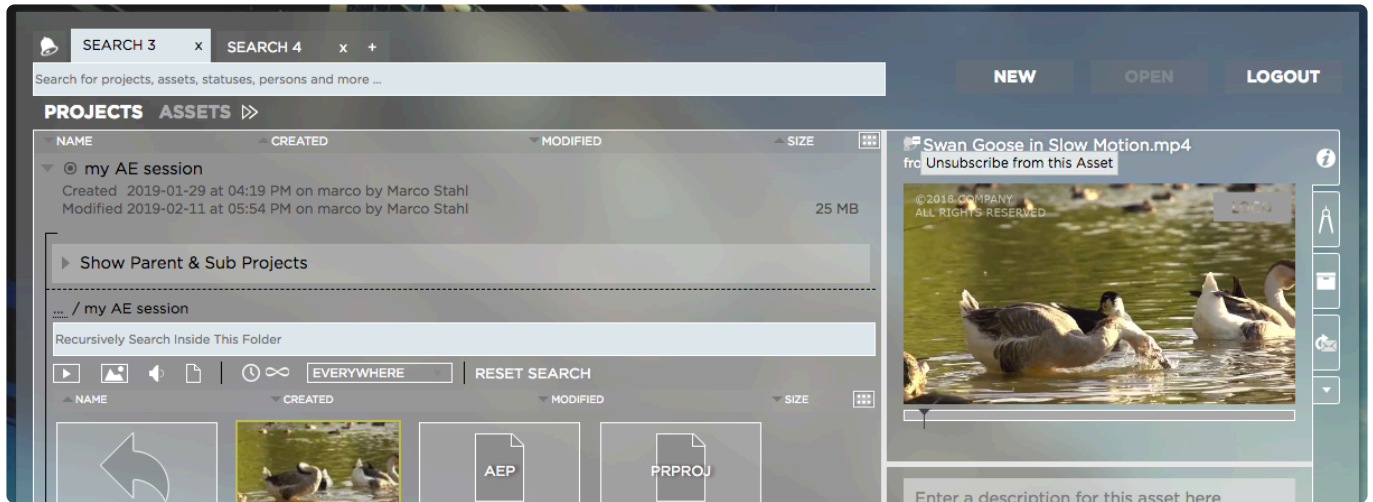
*Last modified: Sep 01, 2021*

# 2.3. Working with Projects

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

*Last modified: Mar 24, 2021*

# 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 Strawberry 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
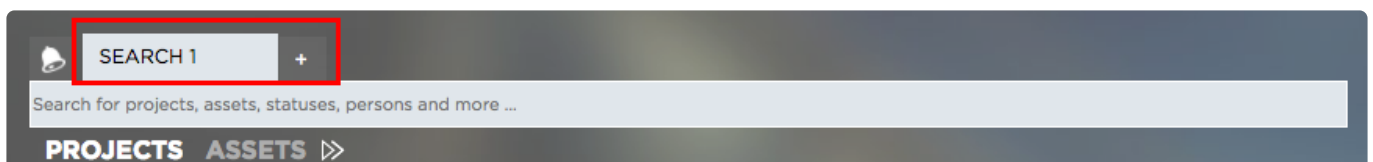


3. Make sure that the "Projects" search filter is selected
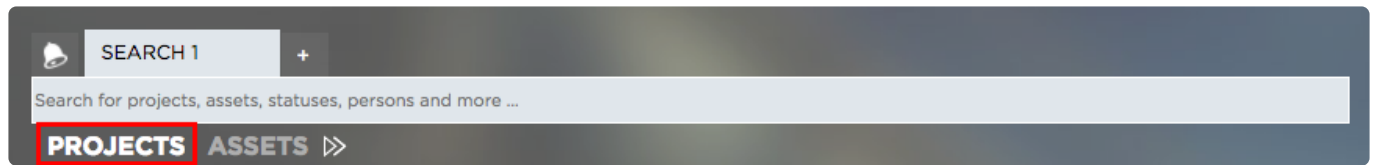
4. Enter your search term into the search field. You don't need to press "enter" as the search will start instantly as you type. Per default, Strawberry searches through the following project metadata.

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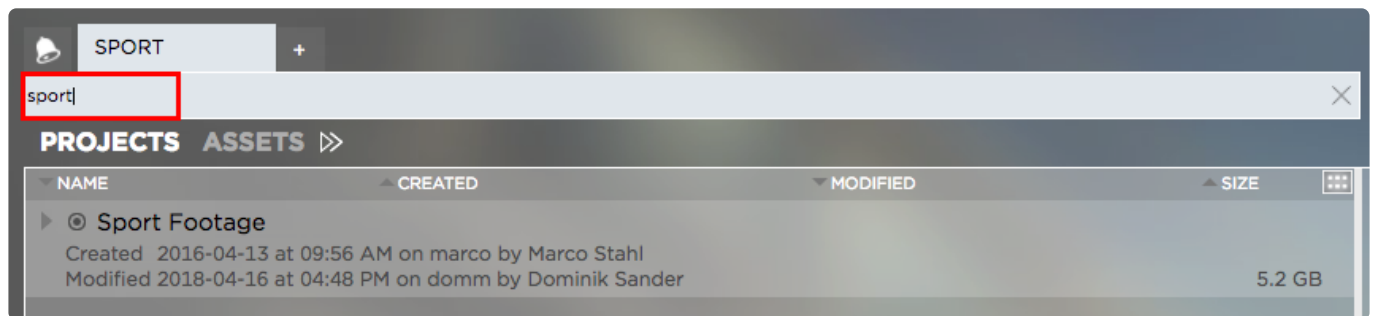


# Advanced Project Search

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
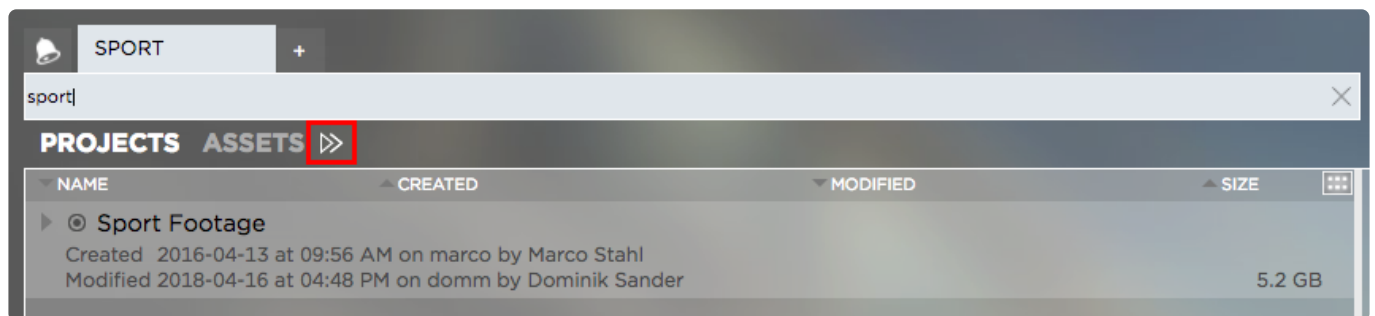


3. The following search filters will appear:

## 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.
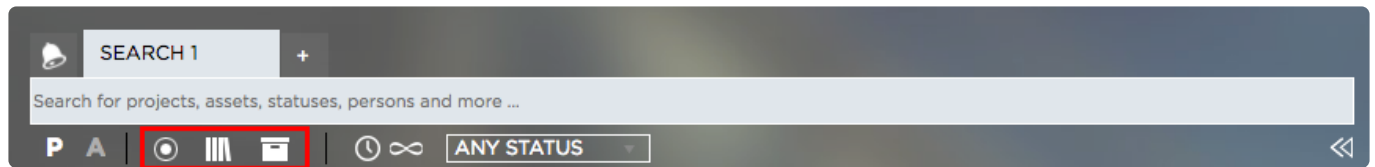
- Online (left icon) – Searches for projects on the online storage
- Library (middle icon) – Searches for library projects
- Archive (right icon) – Searches for projects that are in the archive

## Range Search

When hovering over the clock icon, a range search will appear. Use the search to filter projects by time segments.
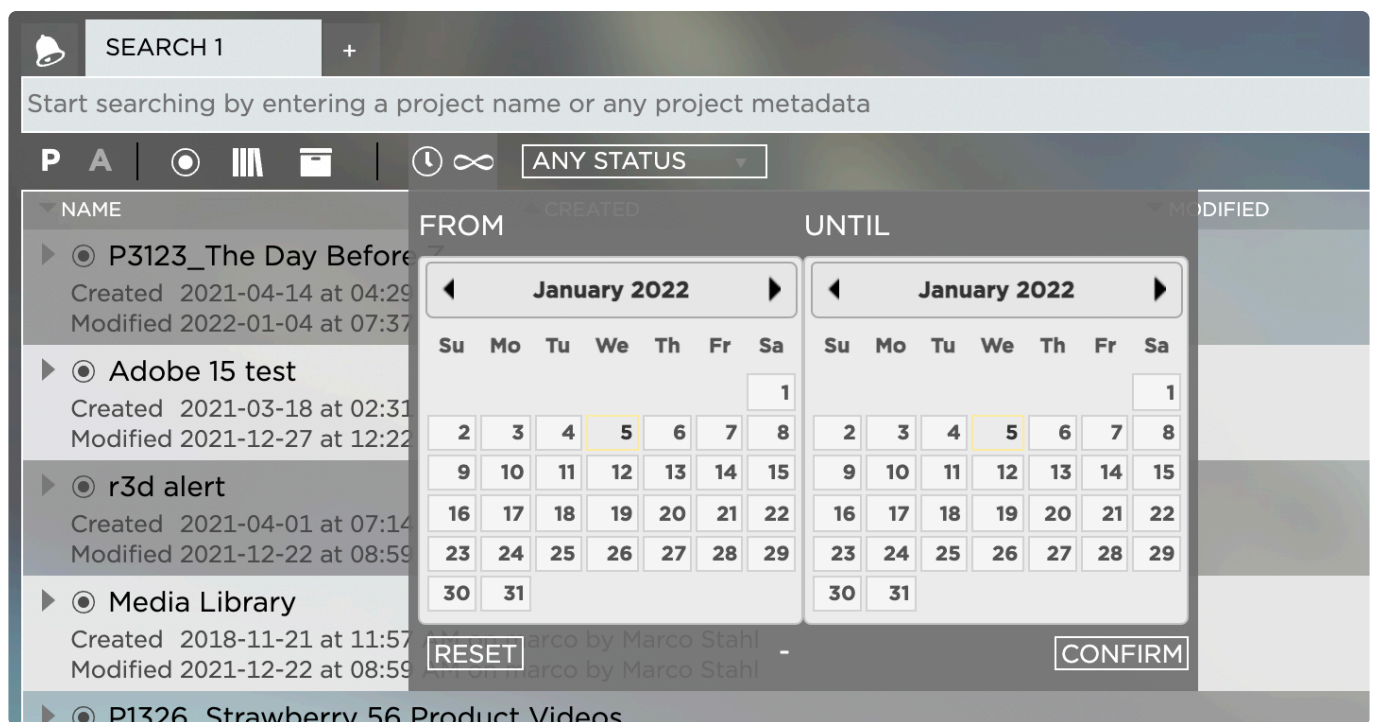


1. Hover over the clock icon.
2. Select a `From` and an `Until` date.
3. Click on the `Confirm` button to start the search.

If you wish to reset your current range search, repeat steps 1 and 2 and then click on the `Reset` button.

## Status Filter

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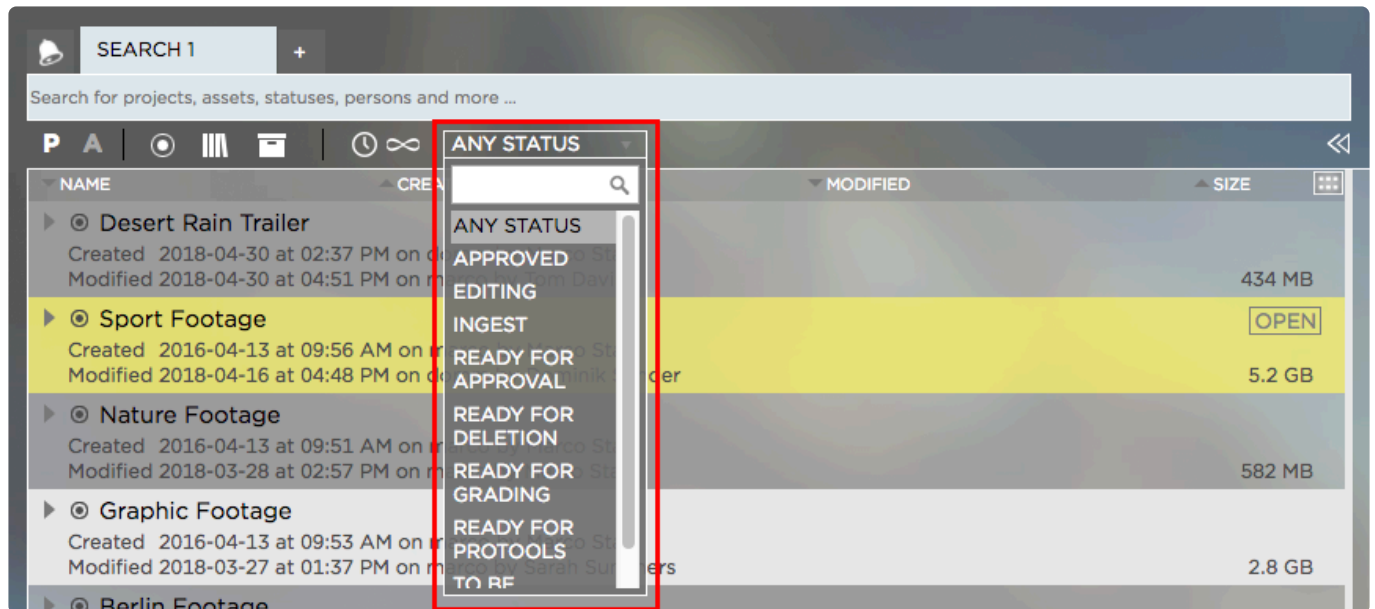
> ✱ You can use boolean search to refine your Strawberry search results. Please visit the "Boolean Search" chapter for more information.

*Last modified: Aug 17, 2023*

# 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
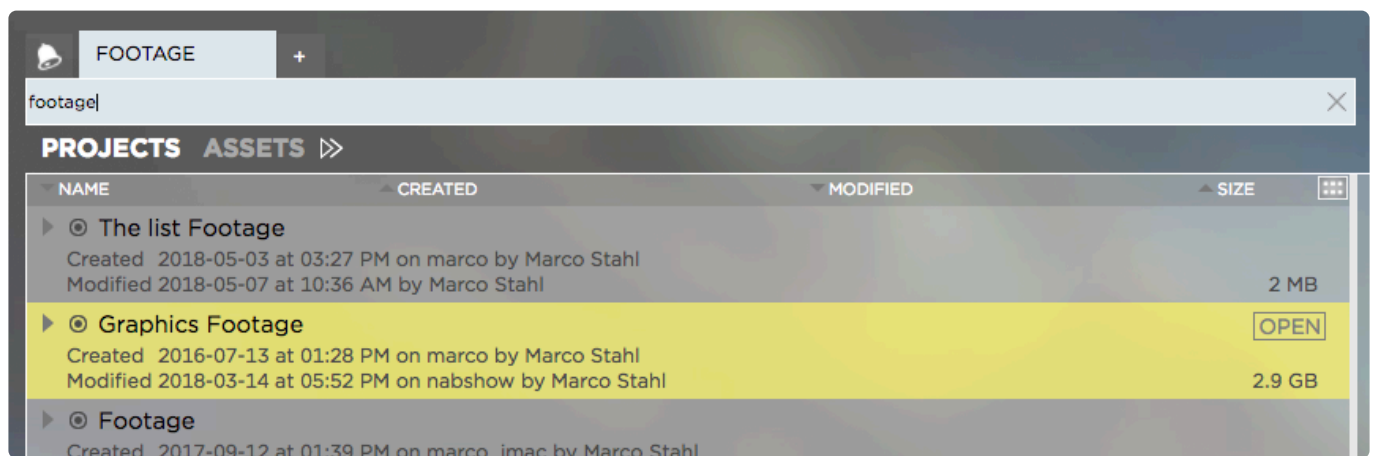


4. Click on the arrow icon to the left of the project name in order to expand/enter the project
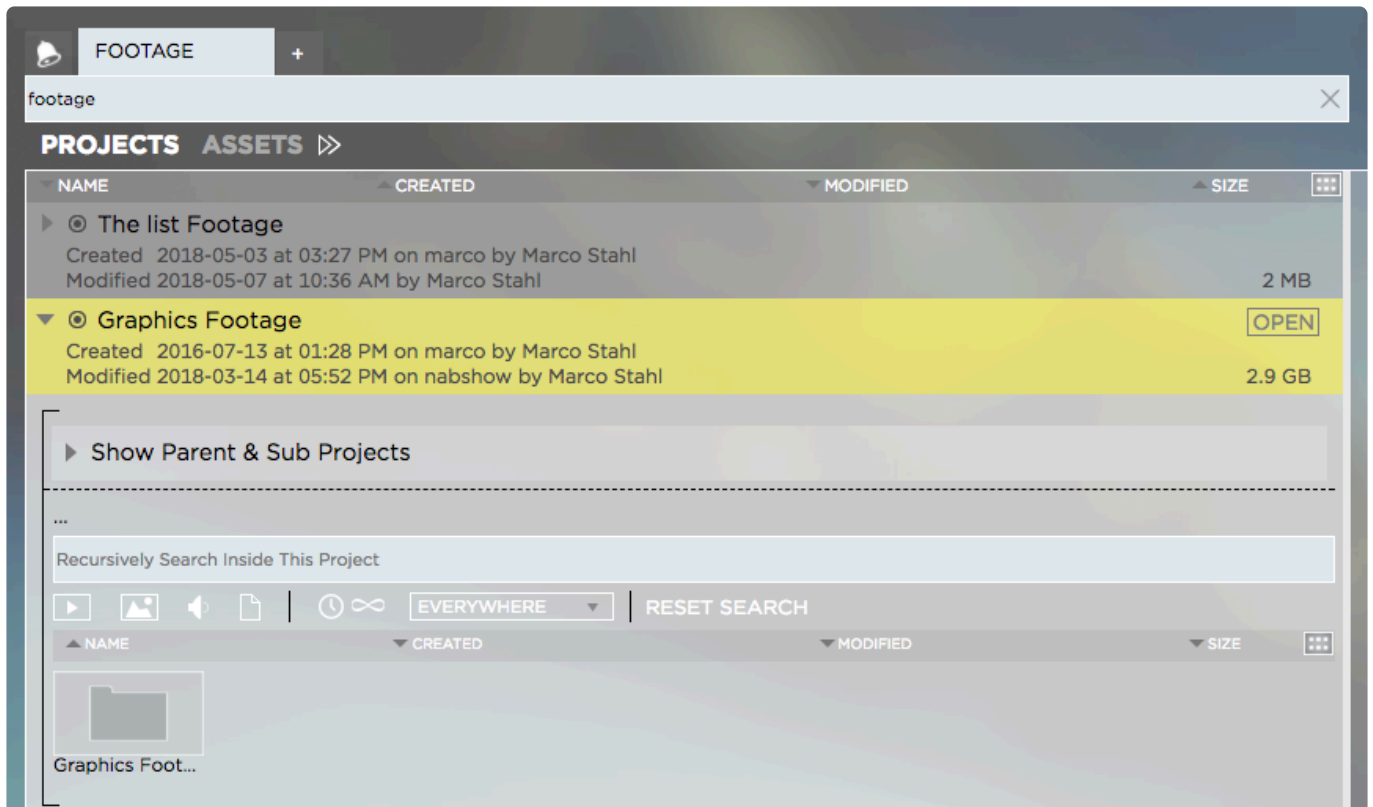
5. Use the search field to [search for media assets](#) inside this particular project or click on the folder icon to enter the project's folder structure.
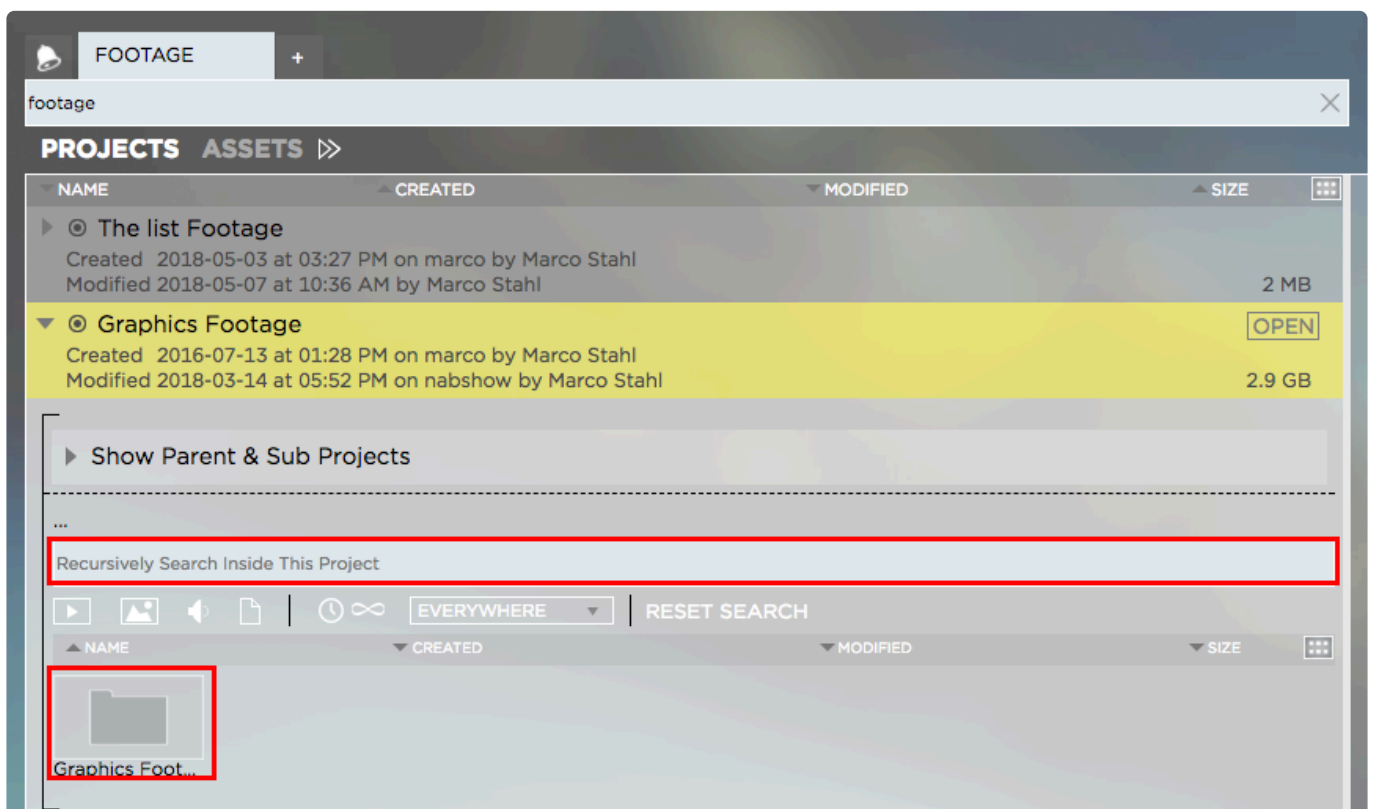


6. When inside a folder you can use the "in-project search" to search inside that folder including subfolders

# 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.

• As of Strawberry version 6.4.16, projects can be created via a web browser.

1. log in to the Strawberry UI via the desktop client application or a web browser.

2. Click on the "New" button in the upper right corner of the user interface
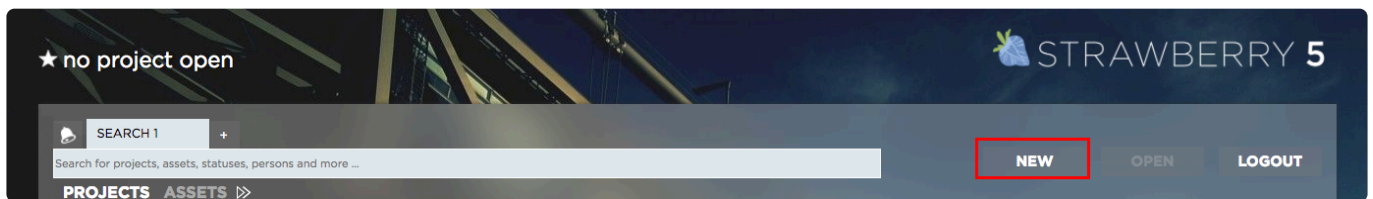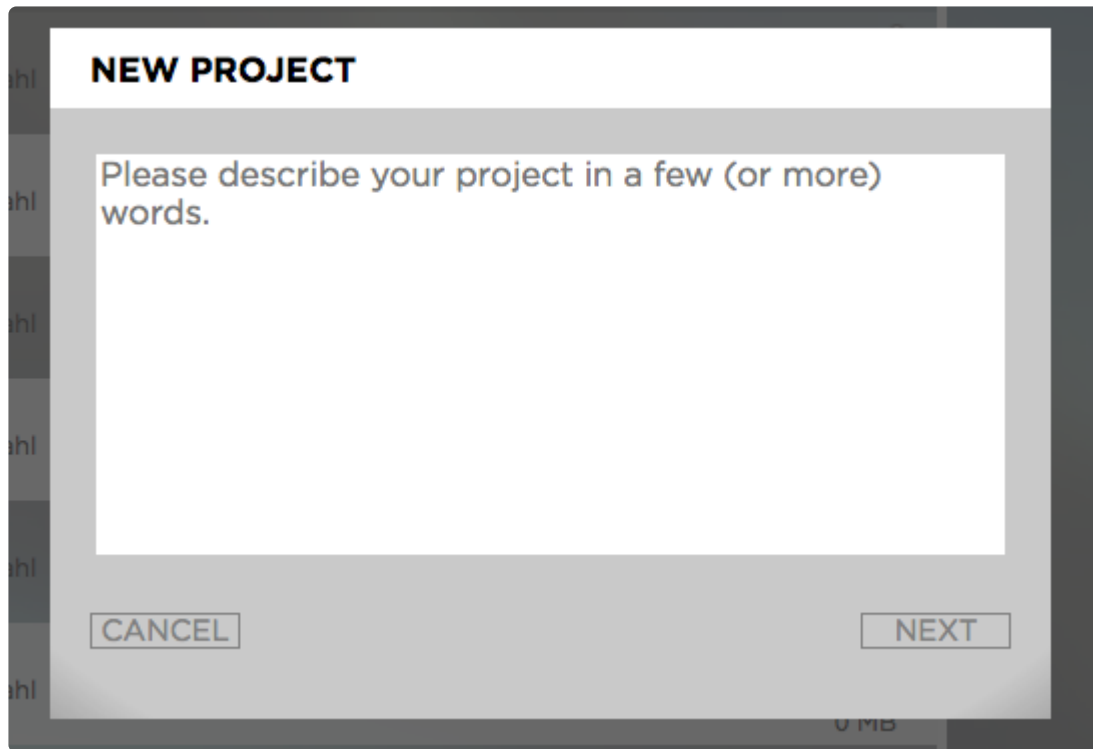


3. Provide the project metadata as requested by the application. Then click "Next".



4. Add a description to your new project. 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".
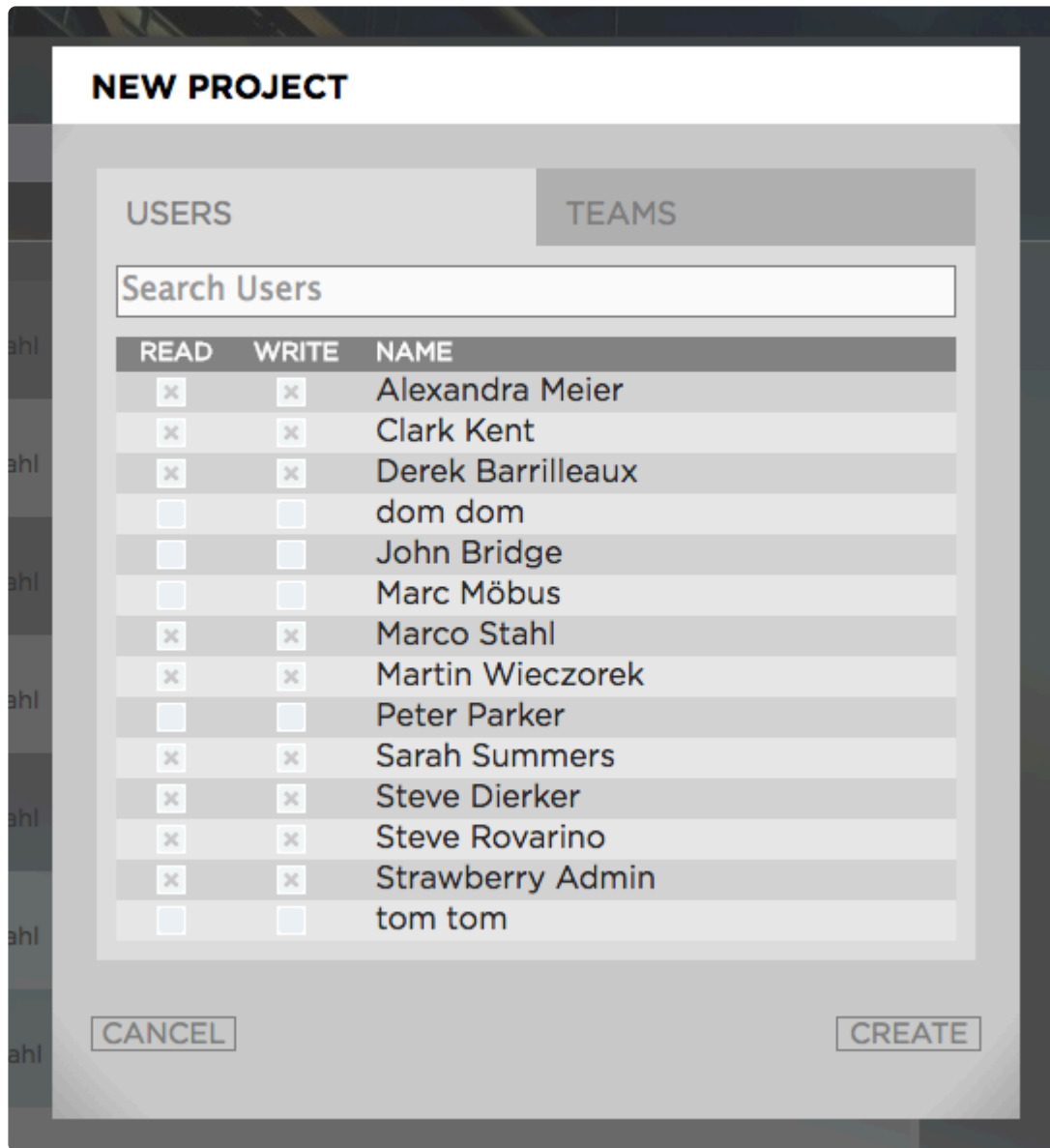
6. Once the project has been created it will automatically be opened on your editing workstation. Depending on the Strawberry server configuration, the project will either appear inside the pre-defined Strawberry drive letter (Windows) or volume (macOS).

*Last modified: Sep 30, 2022*

# 2.3.4. Opening a Project

1. Log in to the Strawberry desktop client application with your credentials
2. Select the project you want to open and click on the "Open" button next to its name. If you want to learn how to search for projects, please click here.
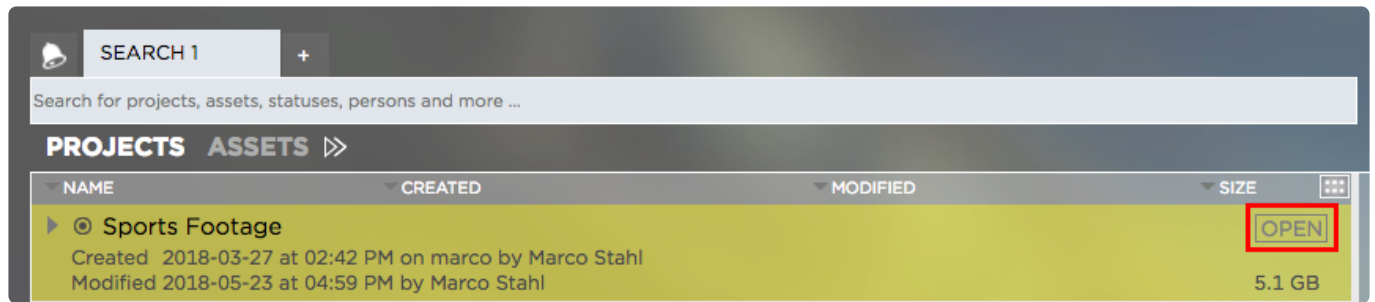
3. Once the project has been opened, it will automatically be mounted on the editing workstation. Depending on the Strawberry server configuration, the project will either appear inside a designated drive letter (Windows) or in a dedicated volume with the project's name (macOS).

*Last modified: Sep 30, 2022*

# 2.3.5. Subscribing to Projects

The subscription feature is part of the basic and enhanced versions of the "Communications System".

*Last modified: Mar 24, 2021*

# 2.3.6. Assigning Projects to Users & Teams

## Requirements

- You can only assign a project to other users and teams when you have write access to that project.
- You can only assign projects to other users and teams when your user role has the capabilities `Can see users and teams`, `Can assign projects to own teams and their members` and optionally `Can assign project to teams that the user isn't member of`

## Usage

1. Access the Strawberry PAM UI from the Strawberry client app or a web browser.
2. Select the project you want to assign to other users or teams.
3. Click on the `User` tab on the right side of the UI and then click on the `User` tab to assign the project to individual users, or on the `Teams` tab to assign it to one or more teams.
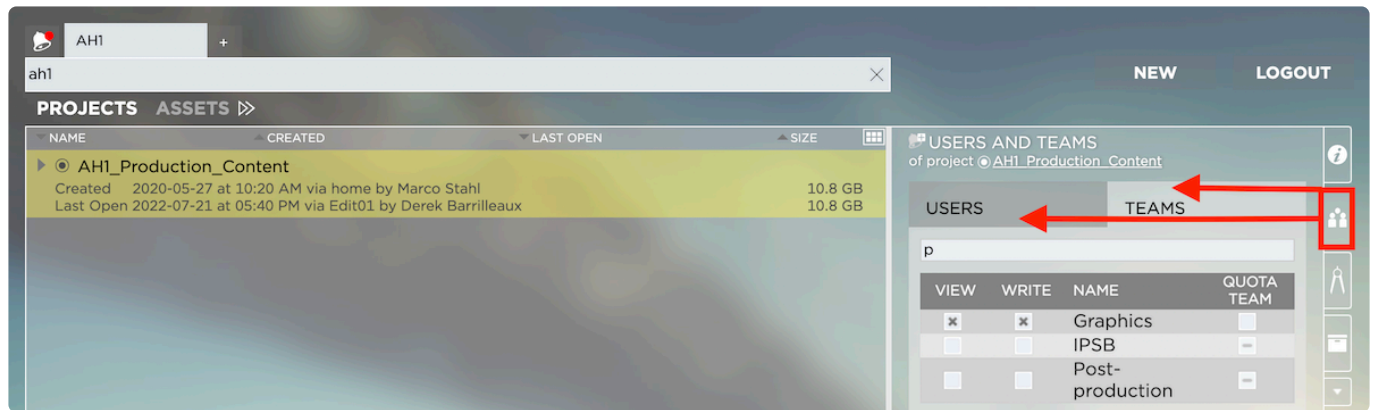
4. Check the `Write` box next to the user or team you want to give write access to the selected project. Check the `View` box if the user should see the project in the Strawberry PAM UI but should not be allowed to open it.

*Last modified: Jul 29, 2022*

# 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: Mar 24, 2021*

# 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 to use this feature.

- To create Galleries, you must have the capability "Can Create Galleries" enabled in your user role. If you cannot create a new Gallery, please get in touch with 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
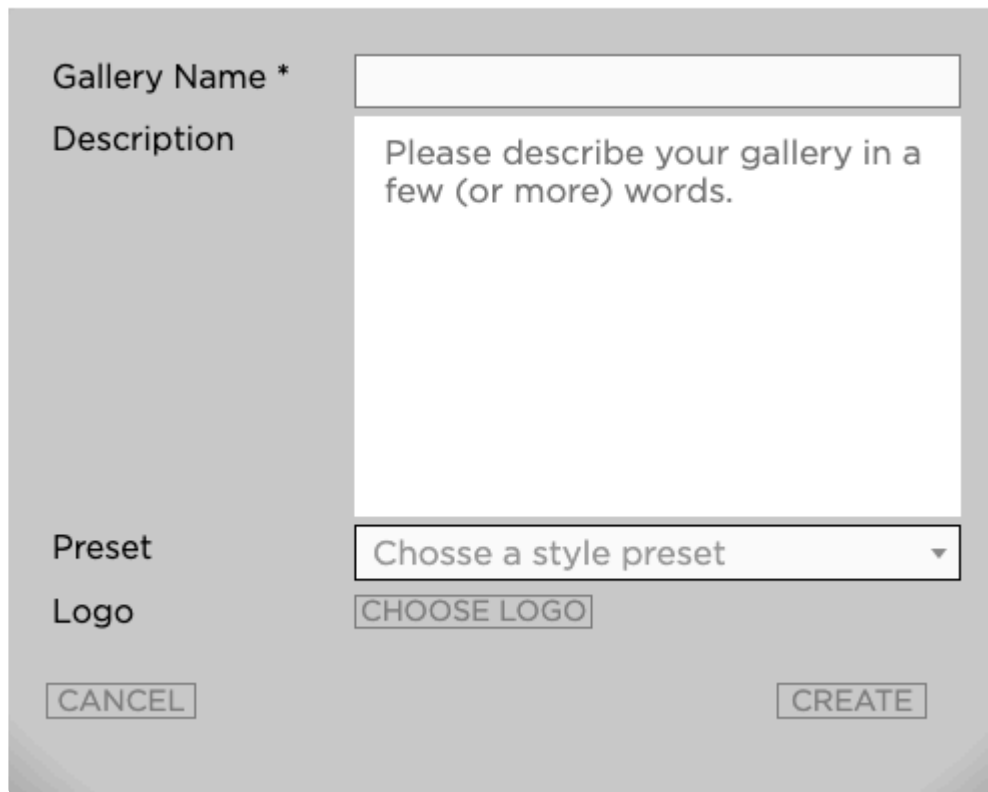


3. Within the Gallery view, click on the "New" button
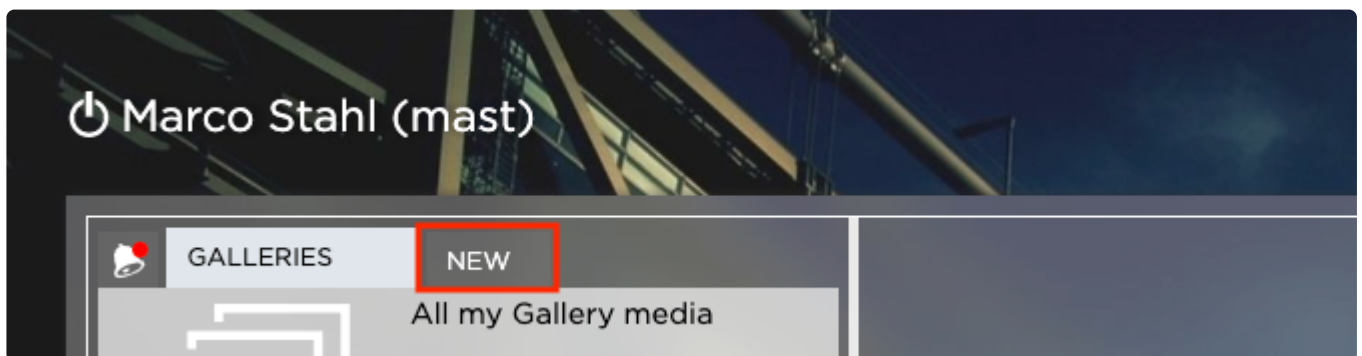


4. Give the Gallery a name. Optionally, you may also provide a description and choose a visual preset

**CREATE GALLERY**

Gallery Name *

Description

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

Preset

Chosse a style preset ▾

Logo

CHOOSE LOGO

CANCEL

CREATE

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: Dec 15, 2023*

# 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.
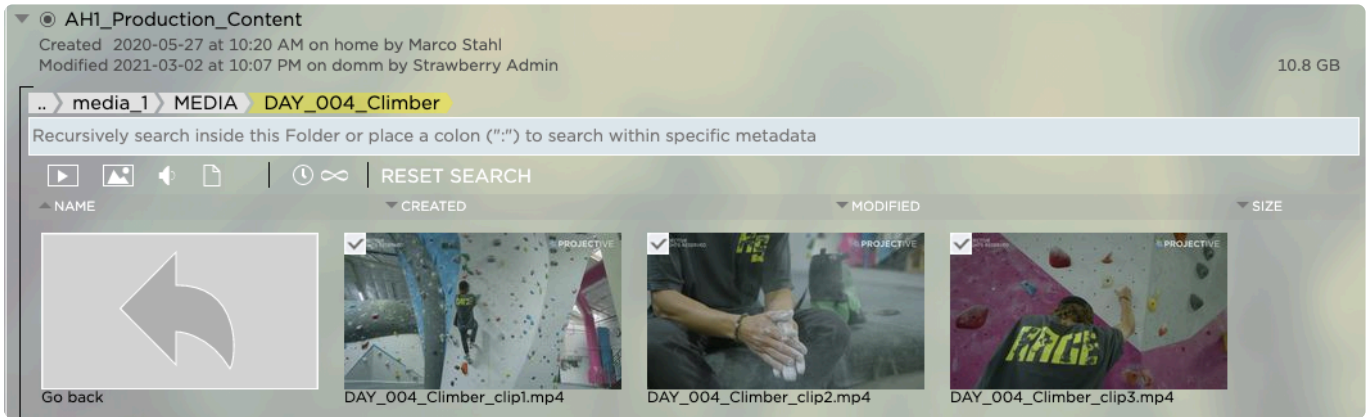
2. Right-click on the selected asset(s) and select "Share / Submit Assets to a Gallery"
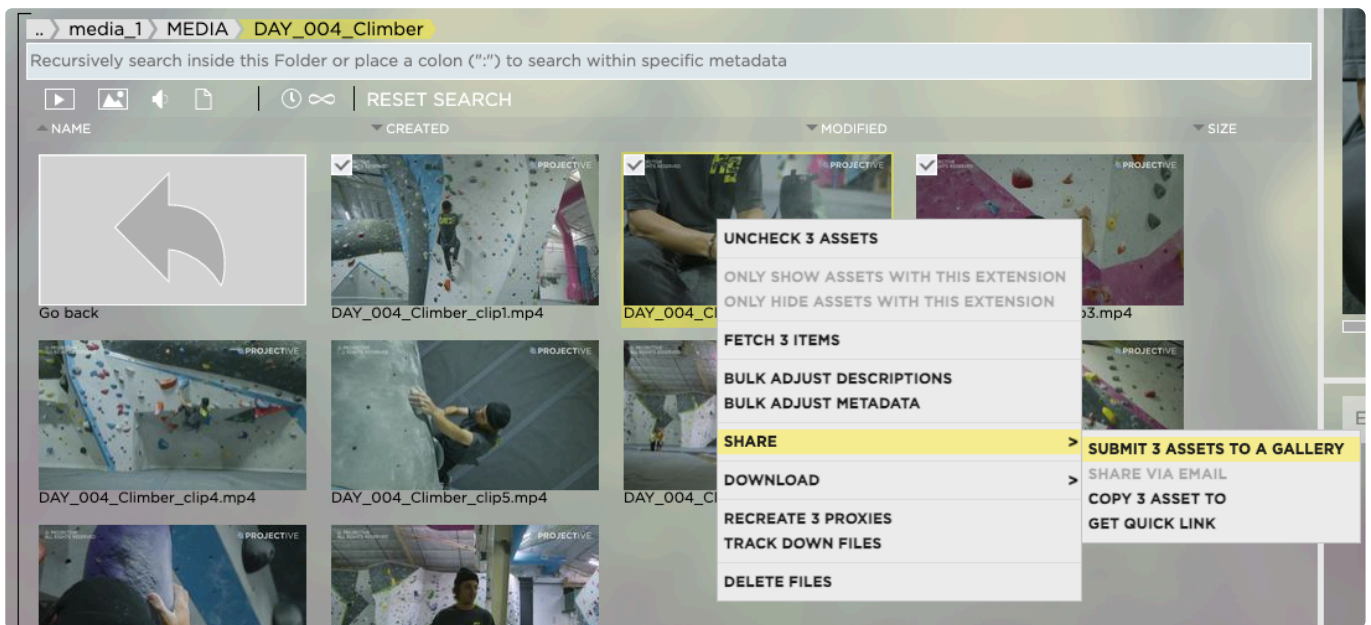


3. Select the target Gallery from the dropdown menu and then click on the "Submit" button

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

# 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
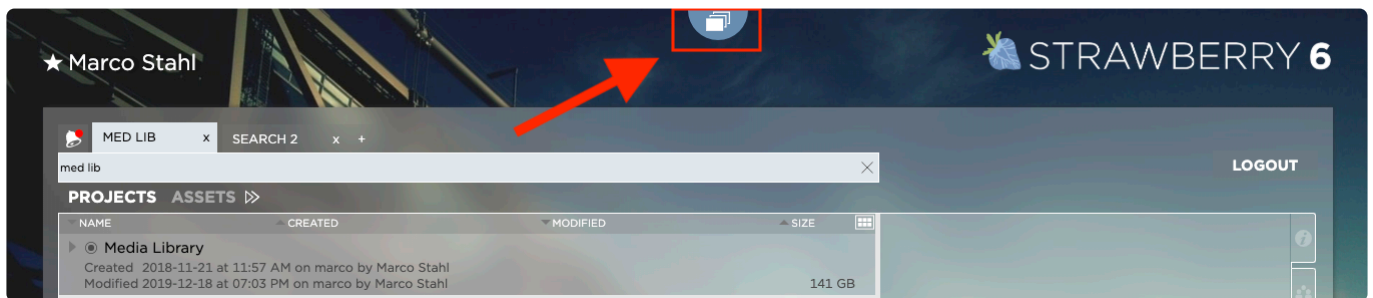


2. Select the Gallery to which you wish to subscribe
3. Click on the "Subscribe" icon in the upper left corner of the Gallery

## 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.

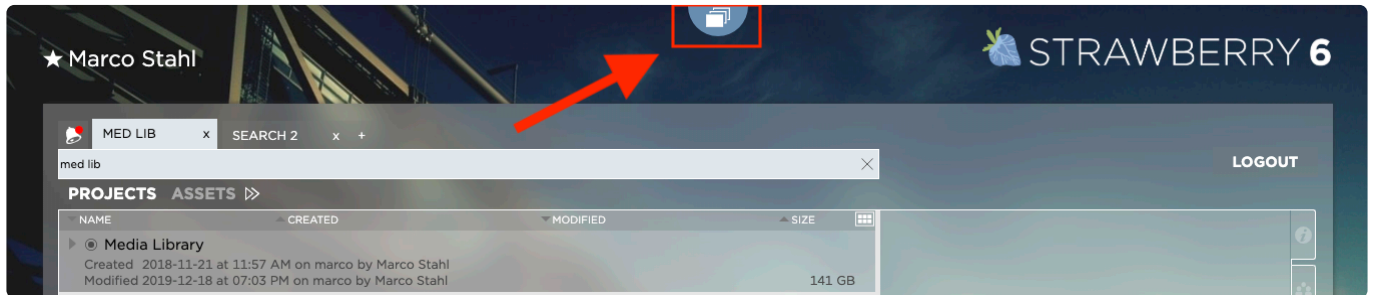*Last modified: Jun 01, 2021*

# 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 the Galleries' release properties.
- You can only revoke email access if your user role allows you to do that.

## How to Share an Asset via Email

1. Click on the Gallery asset that you wish to share via email.
2. Click on the "Share via Email" tab on the right-hand side or right-click on the asset and select `Share` -> `Share via Email` from the context menu.

3. Enter the Email address into the address field. Click on the "+" button if you wish to share the email with multiple people. Optionally, you can also enter a password for the review links, set a link expiration date, and add a custom note.



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

# How to Revoke Access to Share Links

1. Click on the Gallery asset
2. Click on the "Share via Email" tab on the right-hand side.
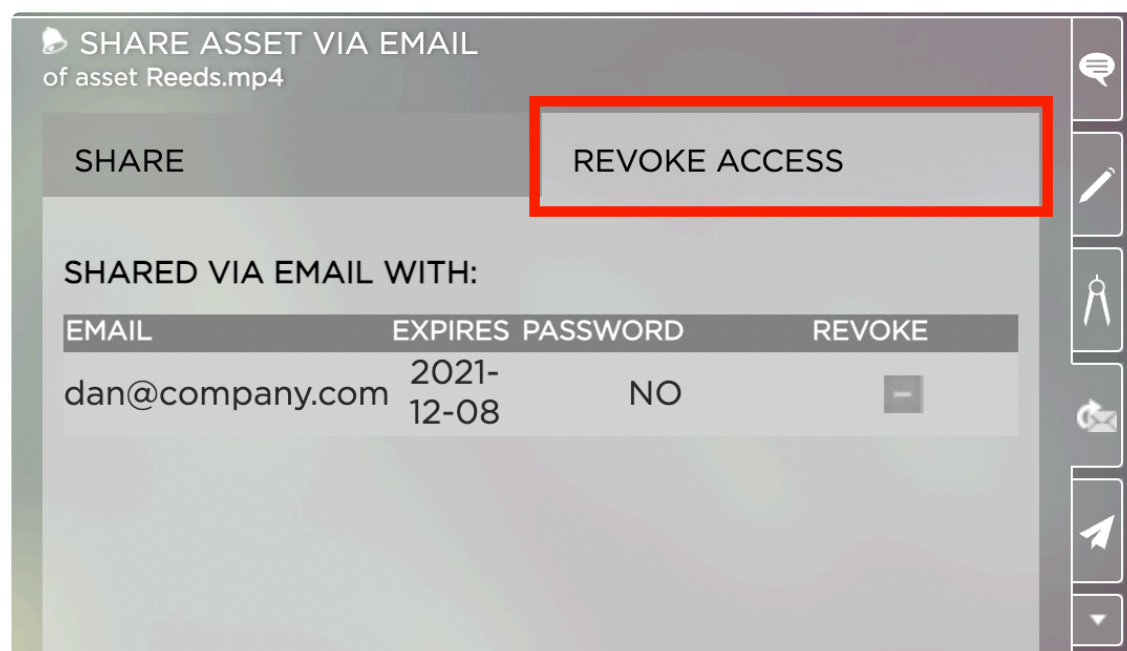
3. Click on the `REVOKE ACCESS` tab



4. Click on the – button next to the user name to revoke access to that asset from the user. The user will no longer be able to access the asset.

*Last modified: Nov 08, 2021*

# 2.4.5. Requesting Approval for Gallery Assets

## About

Gallery managers can request approval for assets inside the Galleries that they manage. An approval request will initiate an approval workflow, that enables `Approvers` to set the asset approval status to `Approved` or `Needs Revision`.

## 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 be able to request approval of a Gallery asset you must be a manager of that Gallery
- To be able to request approval of a Gallery asset, at least one member of the Gallery must be an Approver

## Usage

1. Click on the Gallery Assets for which you want to request approval
2. Once inside the annotation view, click on the `REQUEST APPROVAL` button that is located in the upper-right of the Interface.



An approval request will now be sent to the approvers of the Gallery in which this asset is located.

*Last modified: Nov 08, 2021*

# 2.4.6. Managing Galleries (User Guide)

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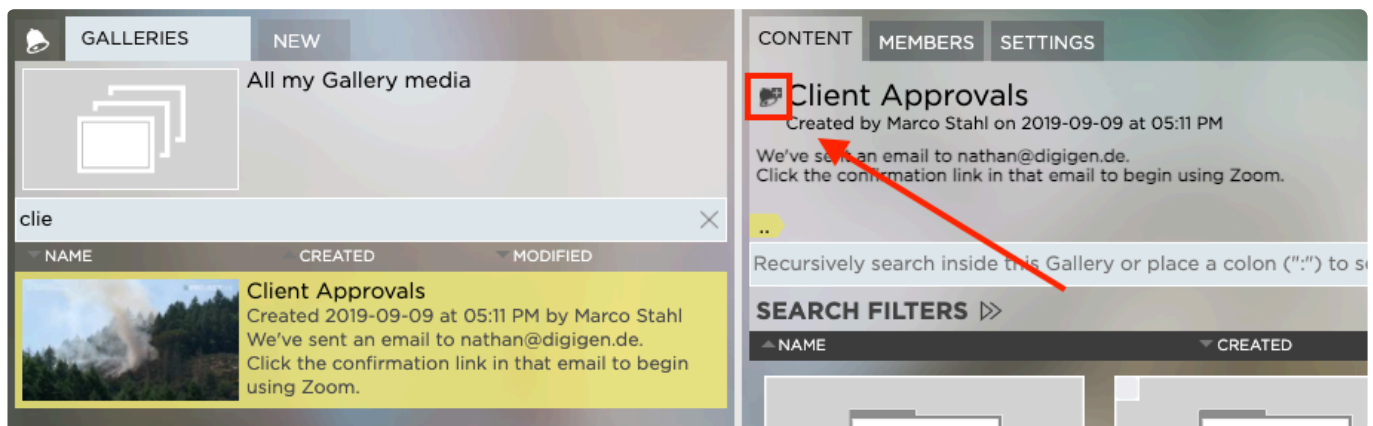
- The Galleries feature is part of Strawberry's Communications System add-on. The add-on must be activated on your system in order to use this feature.
- You must be a manager of a Gallery in order to manage it

## Contents

- Managing Gallery Users

- Managing Gallery Properties & Metadata
- Releasing Assets inside a Gallery
- Making Gallery Assets Private

*Last modified: Oct 12, 2021*

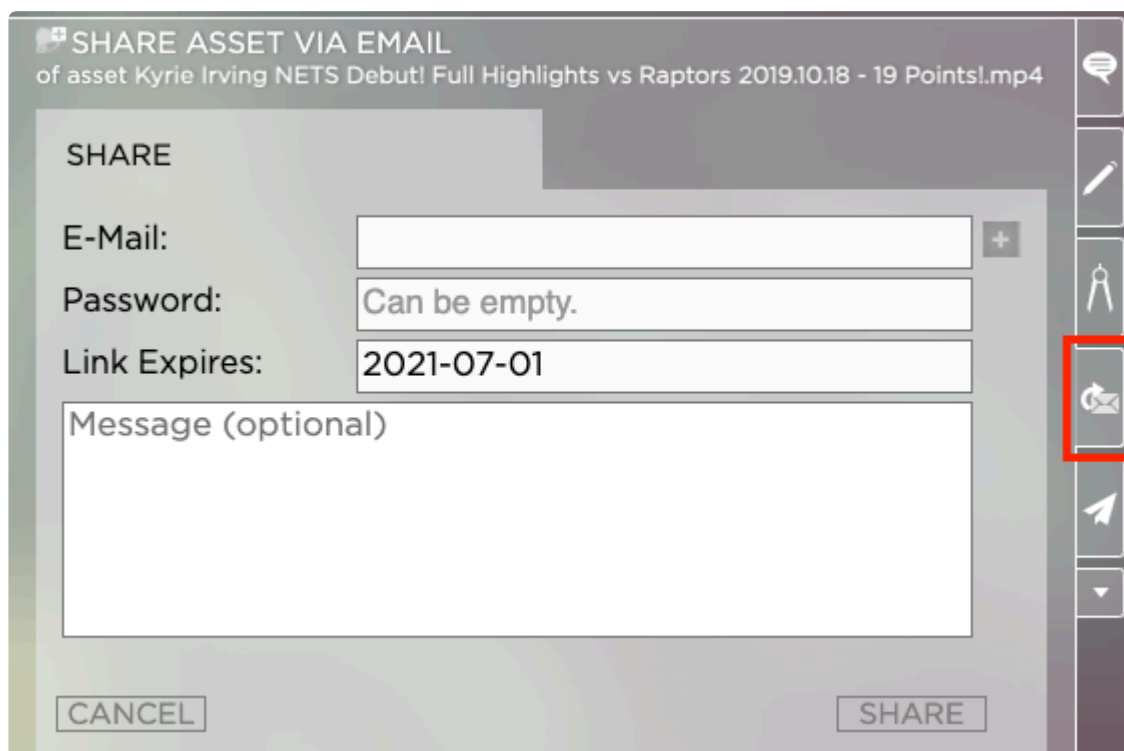# 2.4.6.1. Managing Gallery Members

## 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 manage a Gallery, you must be a manager of that Gallery or a Strawberry Administrator

## Contents

- Gallery User Levels
- Appointing Gallery Managers
- Inviting People to a Gallery
- Appointing Gallery Approvers
- Removing People from a Gallery

*Last modified: Nov 08, 2021*

# 2.4.6.1.1. Gallery User Levels

## About Gallery Managers

Galleries can either be managed by Strawberry system Administrator, or they can have their administrative user 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 multiple 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
- Appoint Gallery Approvers
- "Request Approval for Gallery content.
- Set and modify descriptions

- Set and modify Gallery Metadata
- Changing the Gallery 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

## About Approvers

Approvers are `Gallery Managers` or `Gallery Members` who can approve assets that have pending approval requests.

*Last modified: Sep 30, 2022*

# 2.4.6.1.2. 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 "Members" tab that is located at the top of the Gallery

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
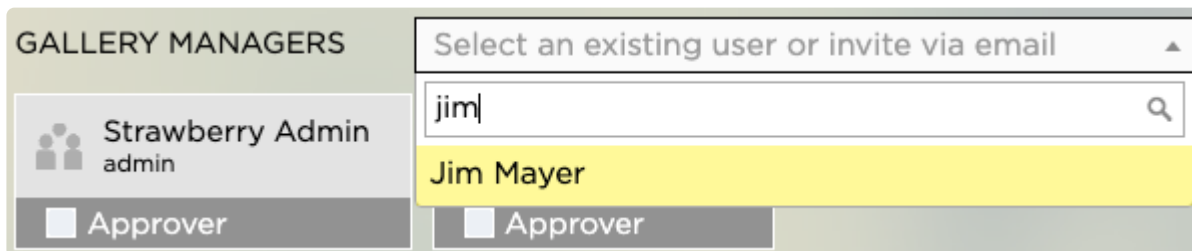


5. Once you have found the user or have entered the Email address, click on the name or Email address to make that person a Gallery Manager



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

# 2.4.6.1.3. 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 "Members" tab that is located at the top of the Gallery
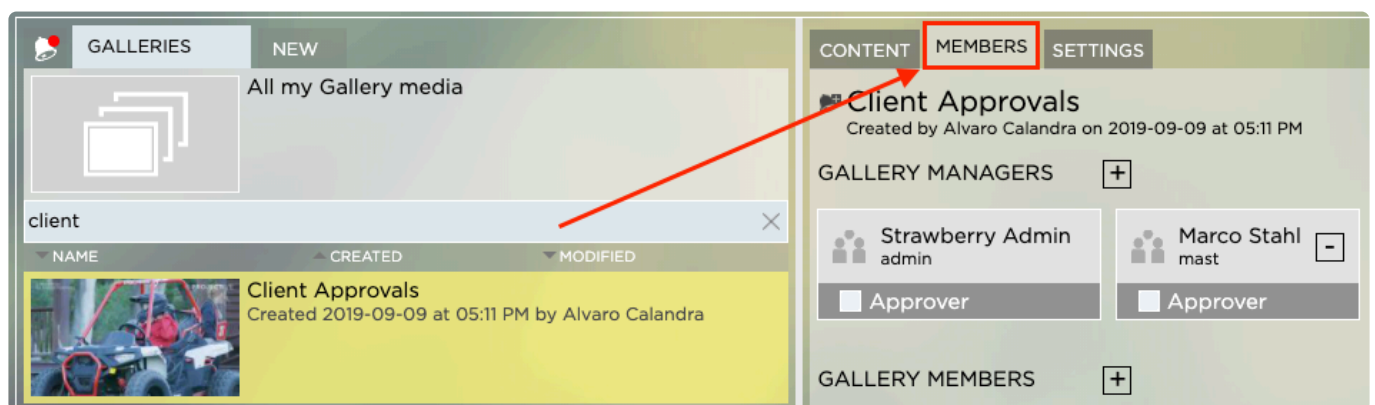


3. Click on the "+" icon next to the "Gallery Members" heading



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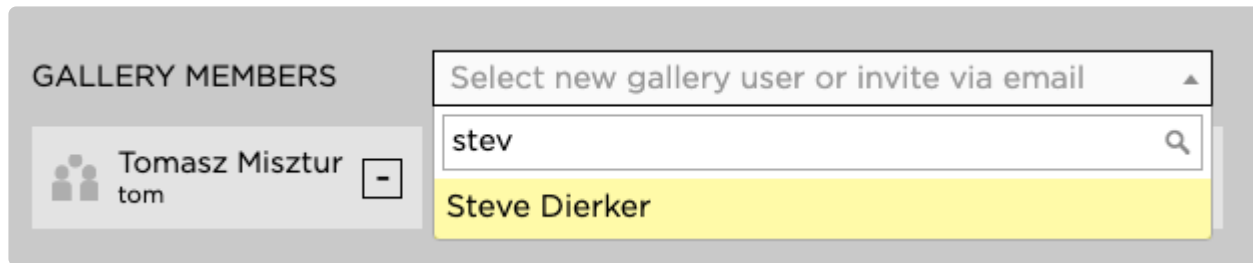
5. Once you have found the user or have entered the Email address, click on the name or Email address to invite this person to the Gallery

6. Repeat the above steps if you wish to invite additional persons

*Last modified: Jun 01, 2021*

# 2.4.6.1.4. Appointing Gallery Approvers

## About

Approvers can either approve Gallery assets or request revision for them. Once a Gallery member is an Approver, they will receive dedicated approval notifications for Gallery assets.

## 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 an Approver, you must either be a manager of that Gallery or a Strawberry Administrator

## Usage

1. Select the Gallery to which you want to give `Approvers` rights.
2. Click on the "Members" tab that is located at the top of the Gallery.
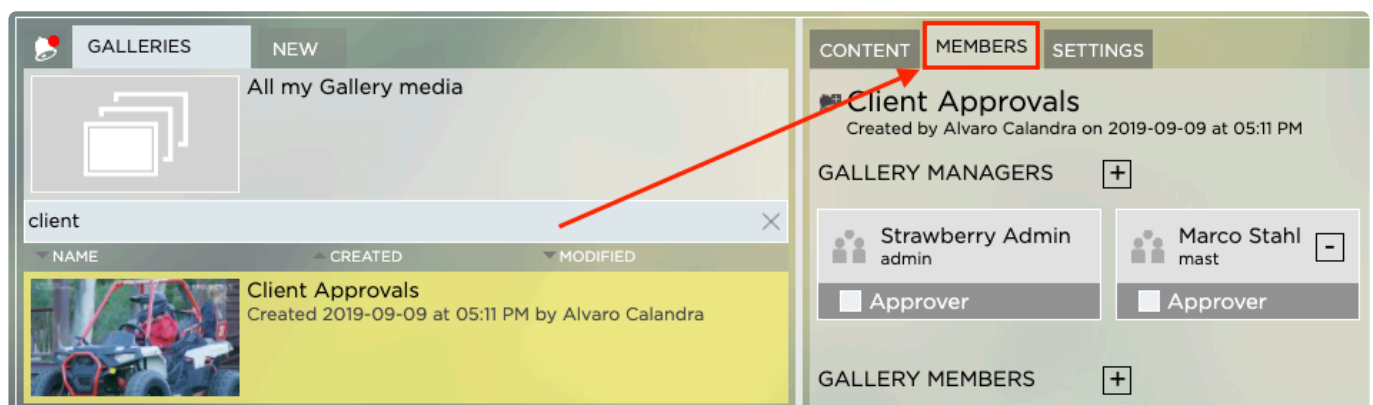


3. If the person to which you want to give Approver rights is already in the Gallery, just check the `Appro ver` check box below the user name. If the person is not a member of the Gallery, you need to invite that

[person](#) first.



*Last modified: Nov 04, 2021*

# 2.4.6.1.5. 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 "Members" tab that is located at the top of the Gallery
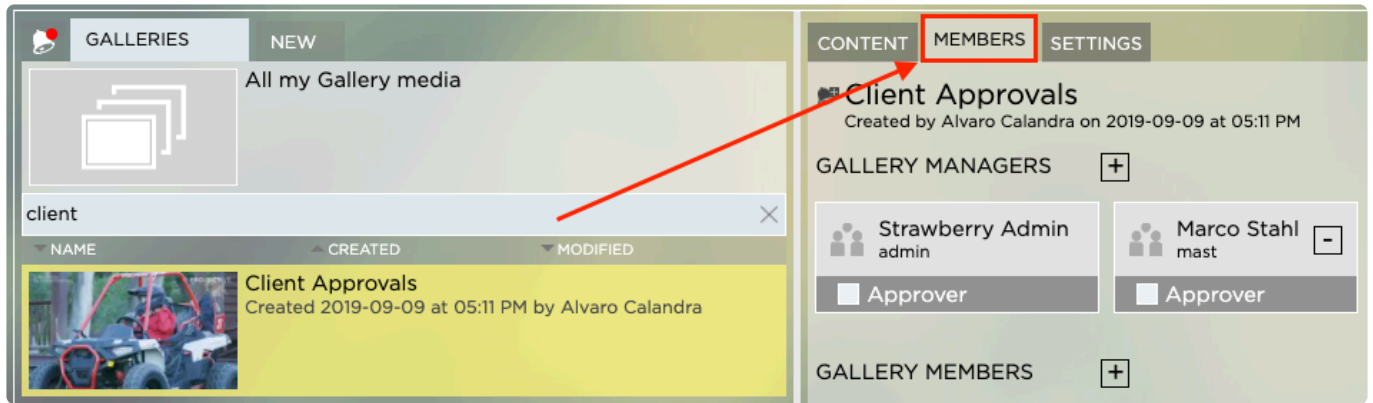
3. Click on the "-" icon next to the name of the person you wish to remove.
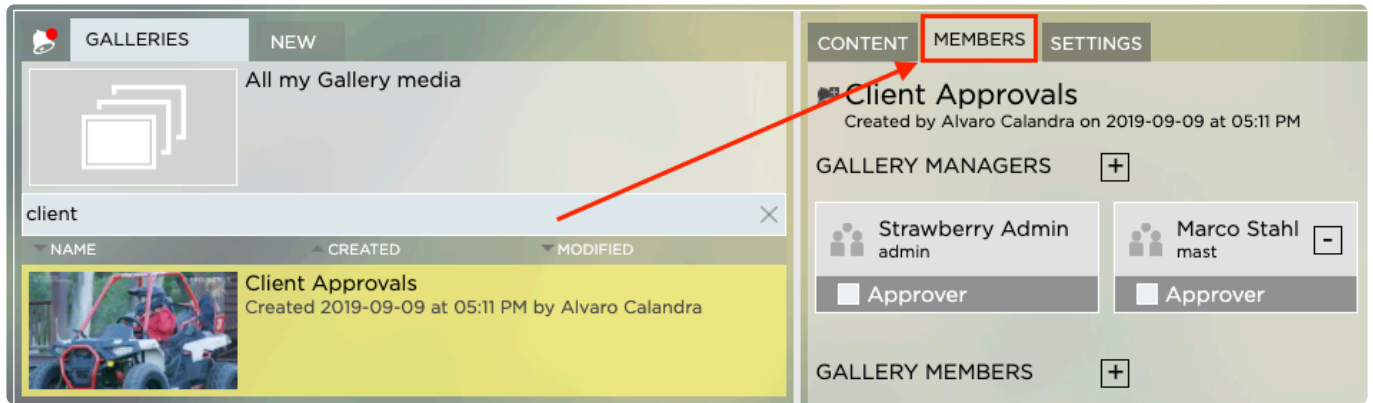


*Last modified: Jun 01, 2021*

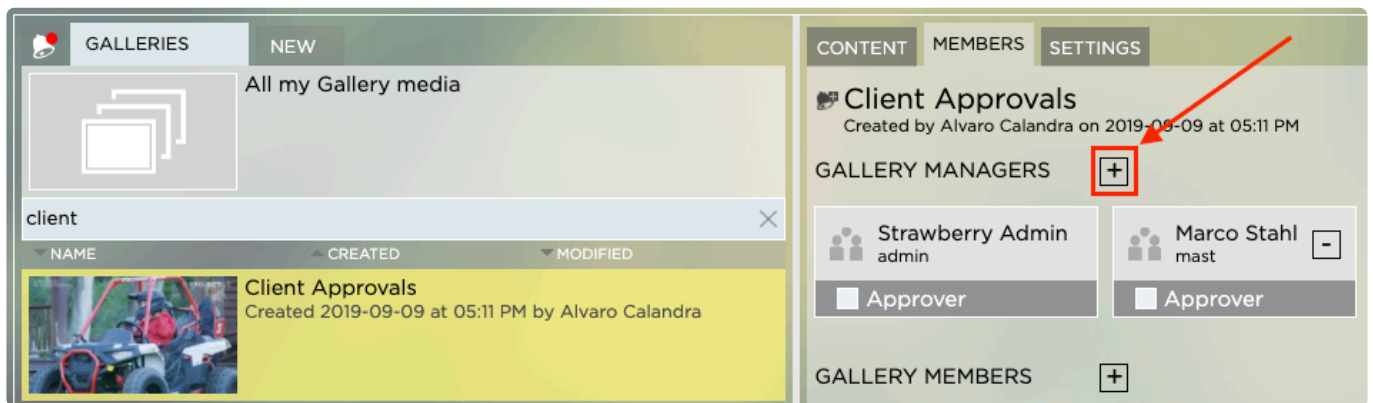# 2.4.6.2. Managing Gallery Properties & Metadata

## 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

- [Modifying the Description of a Gallery]()
- [Managing Gallery Styles]()
- [Gallery Asset Release Properties]()
- [Gallery Automation Settings]()
- [Deleting a Gallery]()

*Last modified: Oct 12, 2021*

# 2.4.6.2.1. 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 "Settings" tab that is located at the top of the Gallery
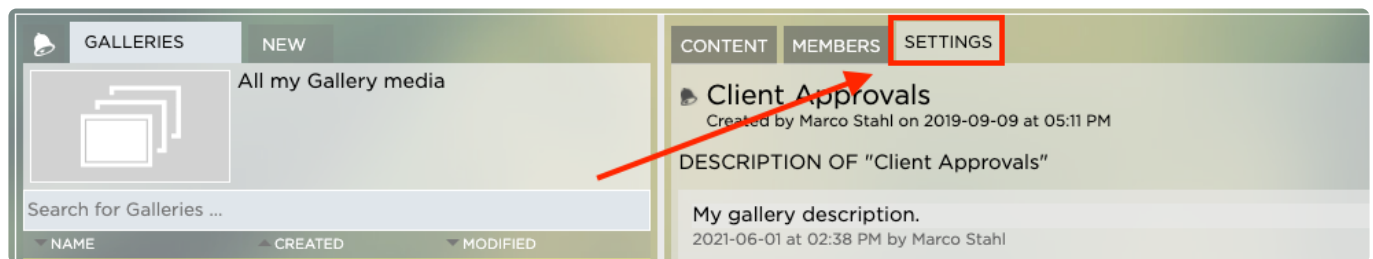


3. Coible-click in the "Description" field and enter your text
4. Once you are done, click on the "Save" button



*Last modified: Jun 01, 2021*

# 2.4.6.2.2. 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 "Settings" tab that is located at the top of the Gallery
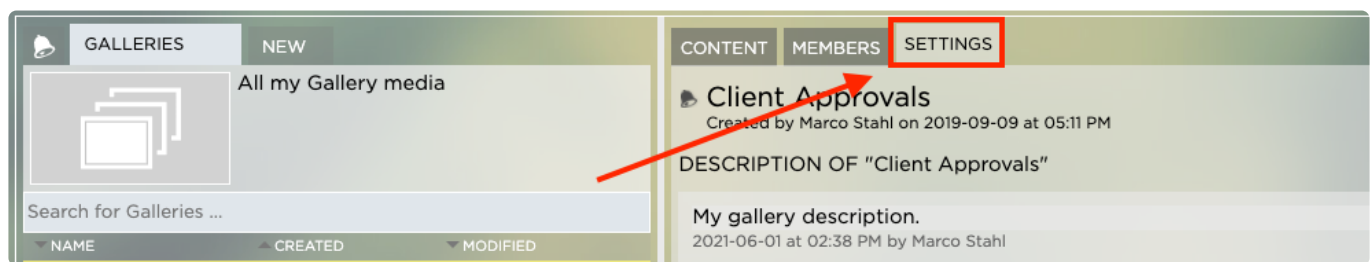


3. Navigate to the Gallery Style" section
4. Choose a style from the dropdown menu or upload a custom logo and/or wallpaper for the gallery. Strawberry will automatically resize the logo to fit the gallery without changing its aspect ratio. You can clear custom logos and wallpapers by clicking on the "Clear Custom Logo"/"Clear Custom Wallpaper" button.



*Last modified: Jun 01, 2021*

# 2.4.6.2.3. 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

When 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

When 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: Oct 12, 2021*

# 2.4.6.2.4. Gallery Automation Settings
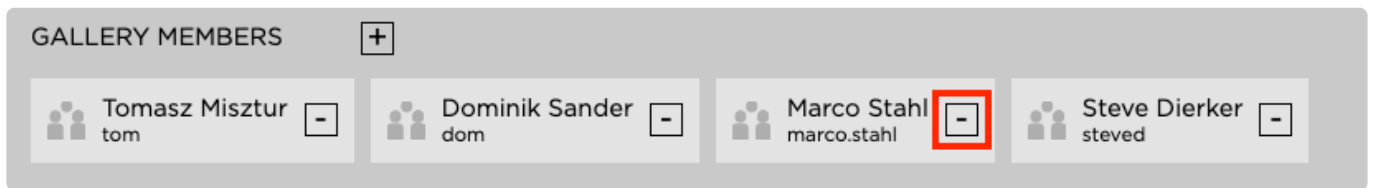
## Requirements

- 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 "Settings" tab that is located at the top of the Gallery
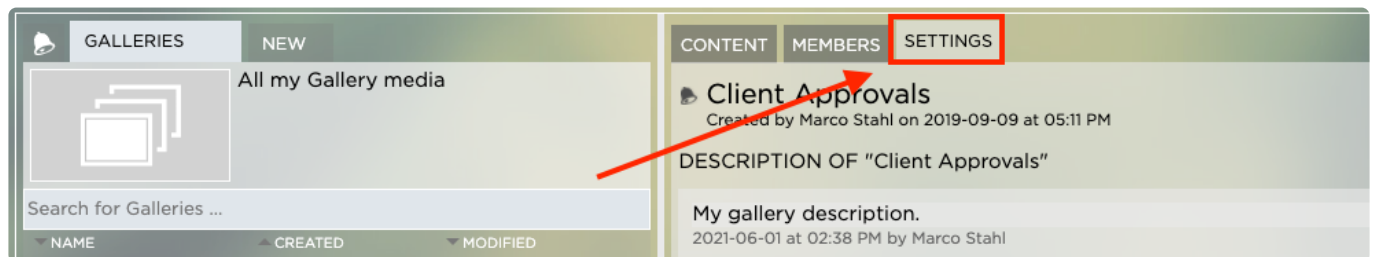


3. Navigate to the "Gallery Automation" section

Here you can configure the following…

**Automatically release submission to this Gallery**

When 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

When 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

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

## Gallery Members can change the content of this Gallery

When enabled, members of this Gallery can create, rename, move and delete folders in this Gallery. They can also upload files to this Gallery.

*Last modified: Oct 12, 2021*

# 2.4.6.2.5. 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 "Settings" tab that is located at the top of the Gallery
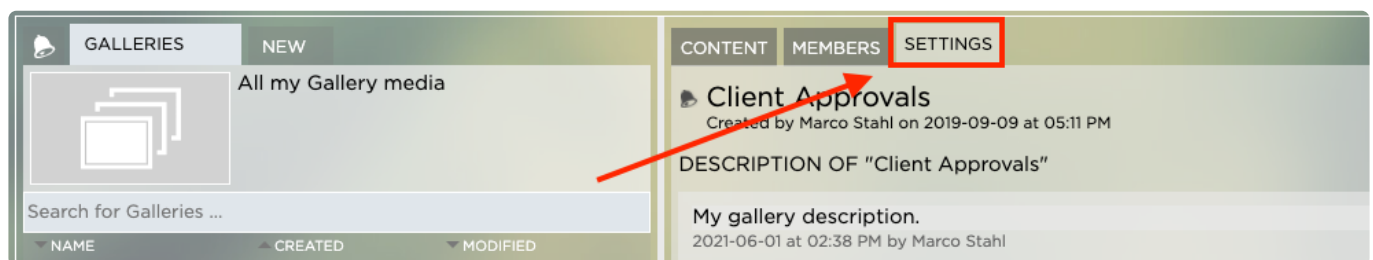


3. Scroll down to the "Delete Gallery" section
4. Click on the "Delete Gallery" button
5. Confirm the deletion by clicking on the "Yes" button

*Last modified: Jun 01, 2021*

# 2.4.6.3. 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

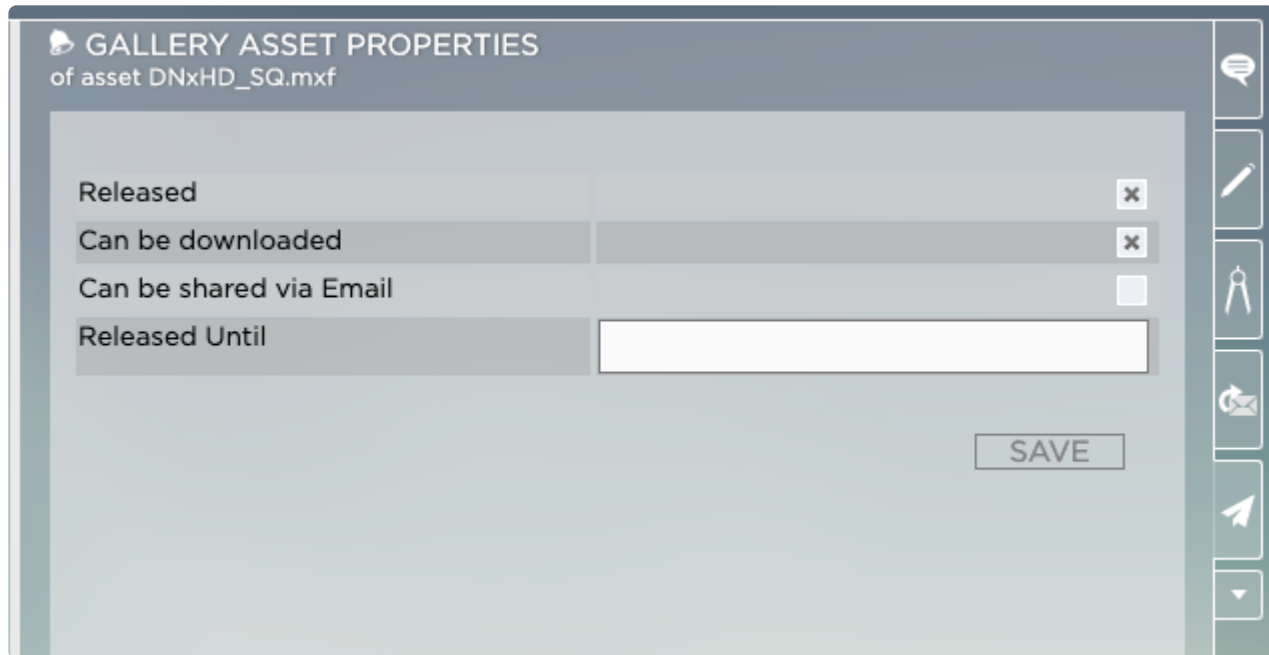- The Galleries feature is part of Strawberry's Communications System add-on. The add-on must be activated on your system in order to use this feature.
- To release asset within a Gallery you must be a manager of that Gallery

# Releasing a Single Gallery Asset

1. Select the Gallery asset that you wish to release by clicking on it.
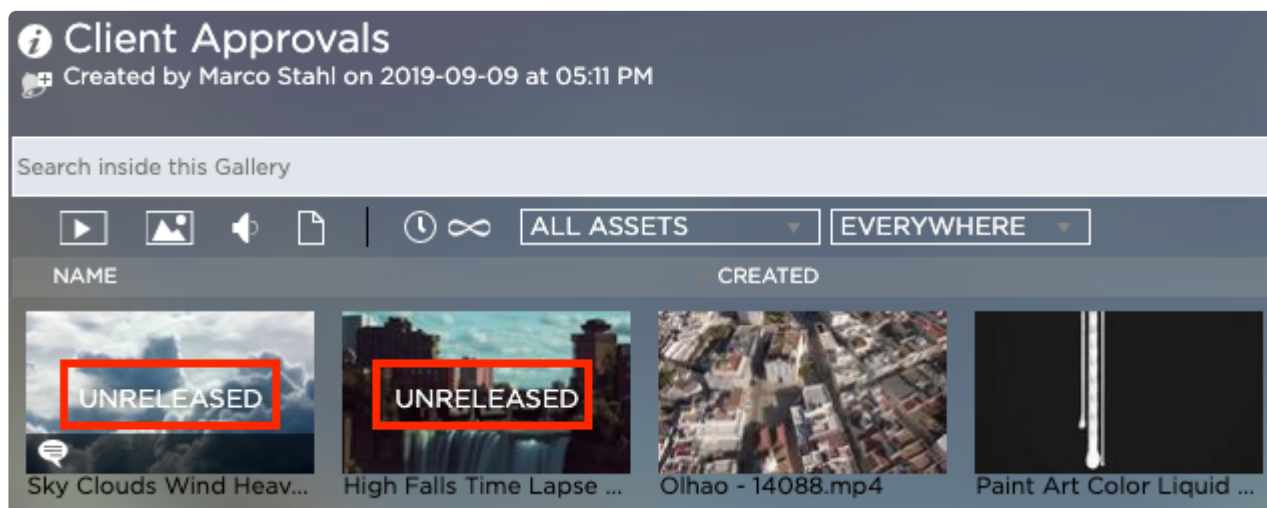


Unreleased Gallery assets have an "Unreleased" tag on their preview thumbnail

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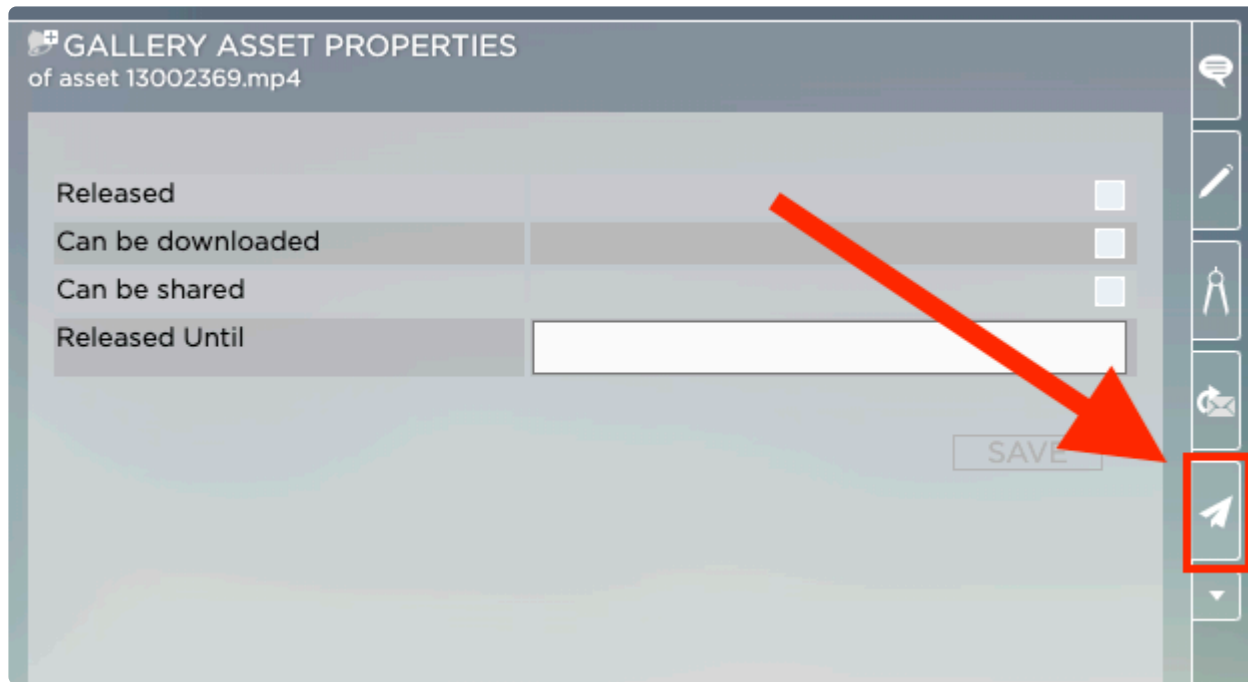
3. Check the box next to "Released". From this screen, you can also set the asset to be downloadable & re-sharable (via Email links). You can also restrict the release period to a certain date. Please visit the related section of this manual for more information on release properties.

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

# Bulk-Releasing Multiple Gallery Assets

## Usage

1. Select the Gallery assets that you wish to release buy either selecting them via their respective checkboxes or by drawing a lasso around them
2. Right-lick on any of the selected assets and select "Extended → Bulk Release" from the dropdown menu
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.

*Last modified: Mar 24, 2021*

# 2.4.6.4. 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.
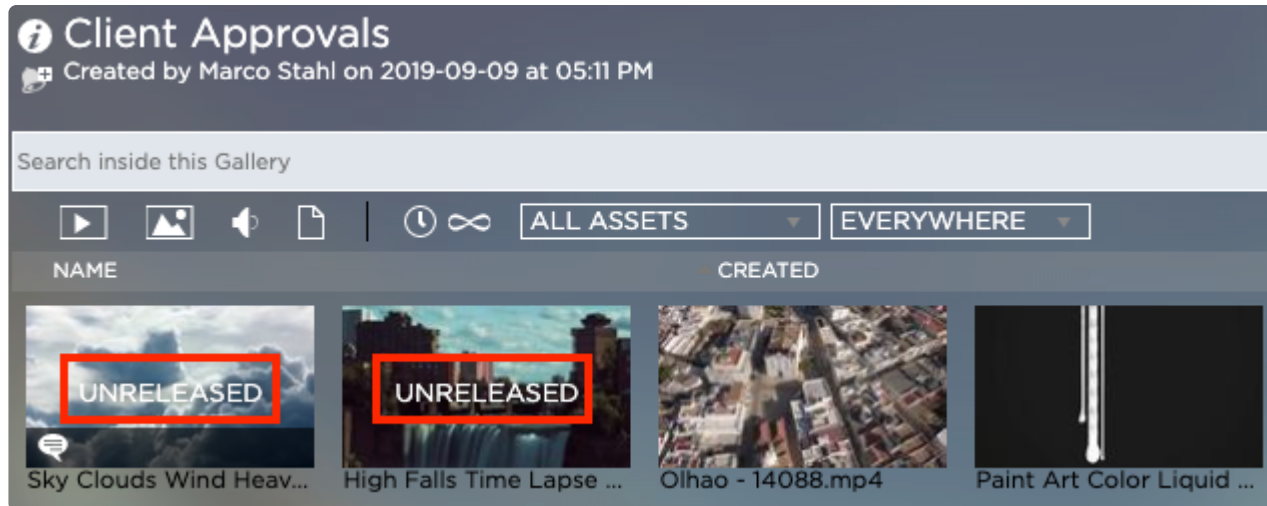


2. Once the asset is open in annotation view, click on the "Release Properties" icon in the menu bar on the right-hand side
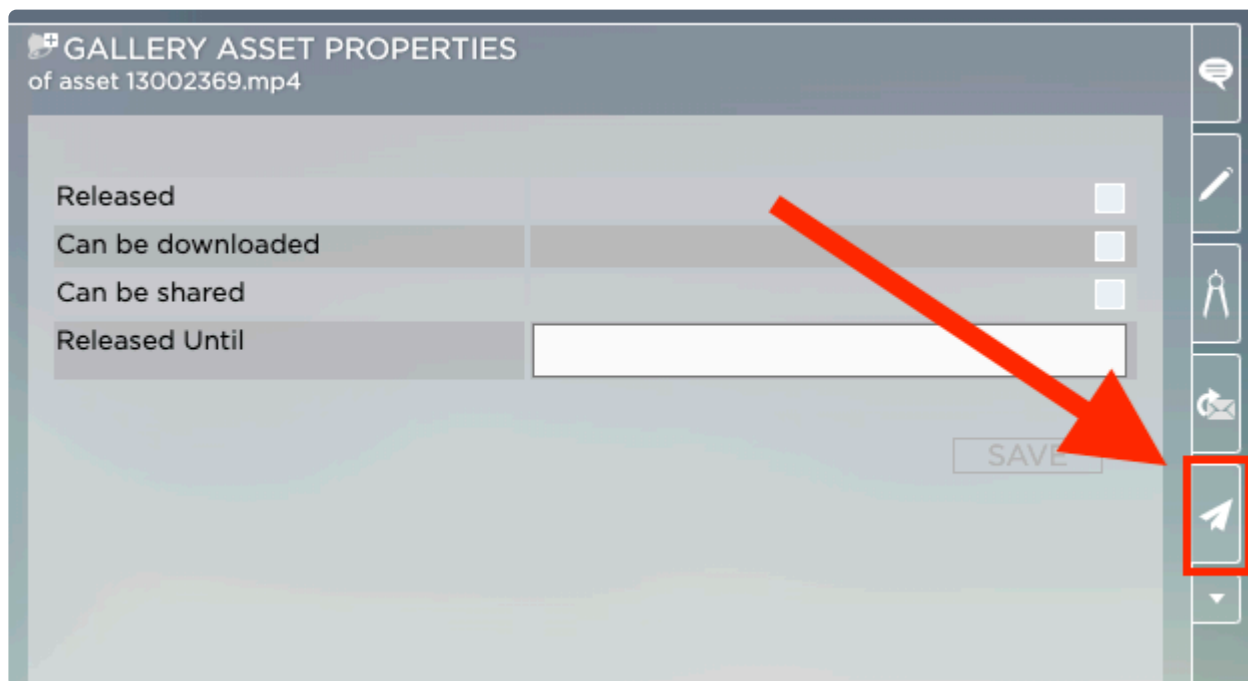


3. Uncheck the box next to "Released"

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

*Last modified: Mar 24, 2021*

# 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: Mar 24, 2021*

# 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. Log into 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
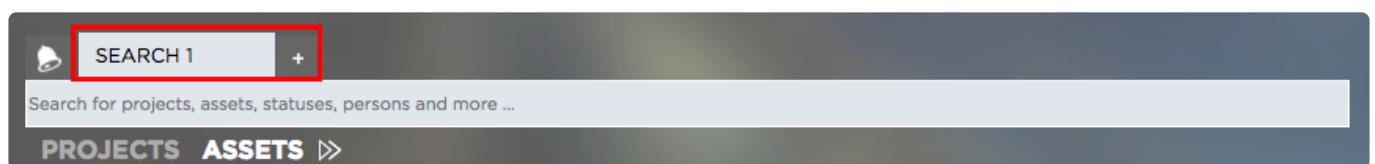


3. Make sure that the "Assets" search filter is selected
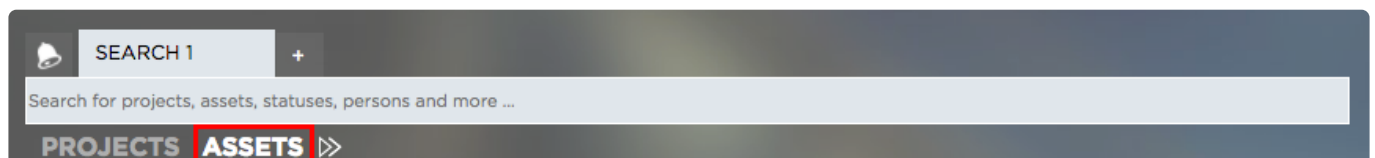


4. Enter your search term into the search field. You don't need to press "enter" as the search will start instantly as you type. Per default, Strawberry searches through the following asset metadata.

- Asset names

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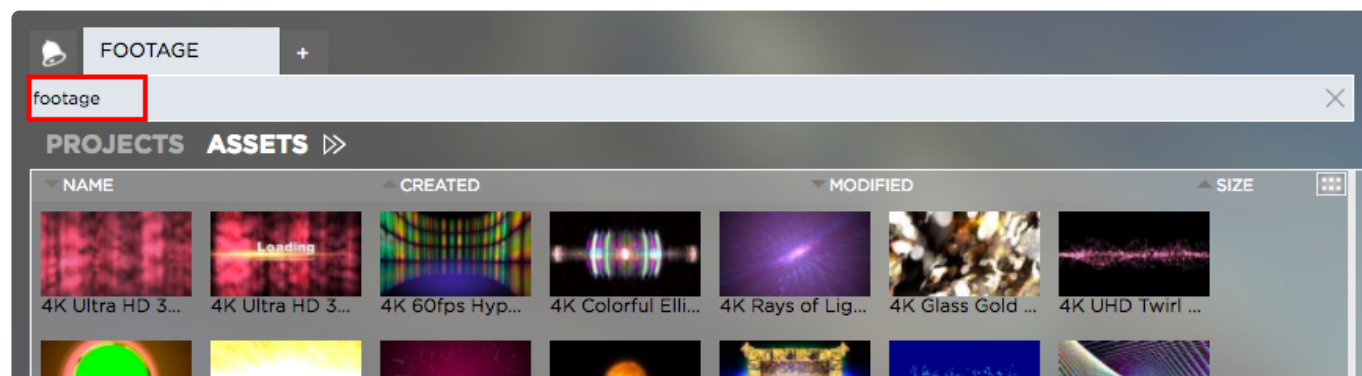


# Advanced Asset Search

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
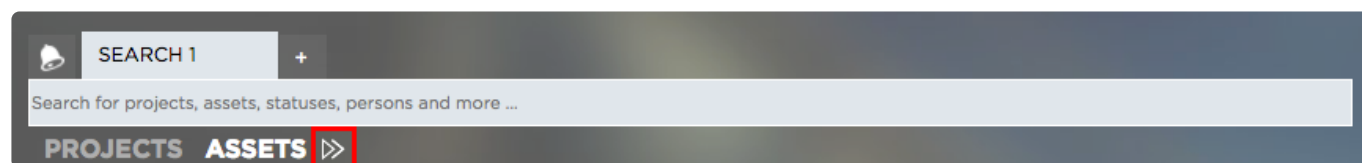


3. The following search filters will appear:

## 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.
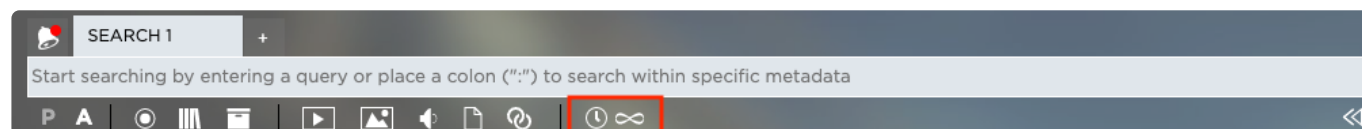


- Online (left icon) – Searches for assets on the online storage
- Library (middle icon) – Searches for library assets
- Archive (right icon) – Searches for assets that are in the archive

## 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.
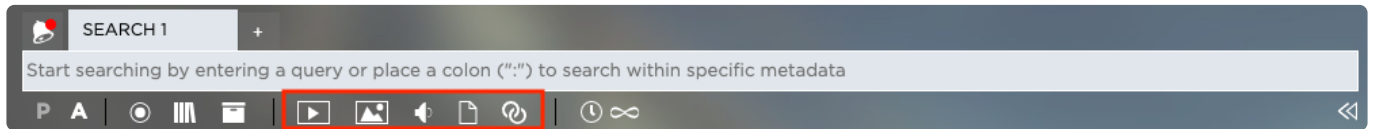


**Asset type filters from left to right are:**

- 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)
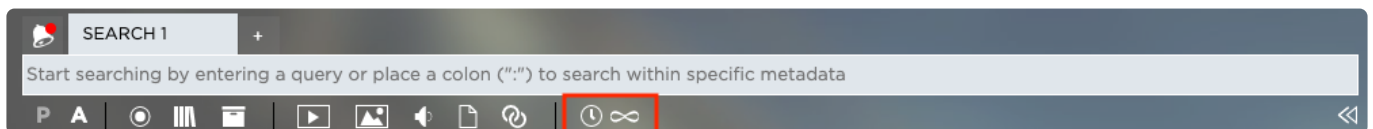


# Searching Within a Specific Scope

A scoped search is a search operation that only searches within a specific asset metadata type (e.g. markers, or descriptions). Please note that you can only search within one scope at a time. To perform a scoped search do the following:

1. Click on the asset filter and insert a colon (":") into the search field
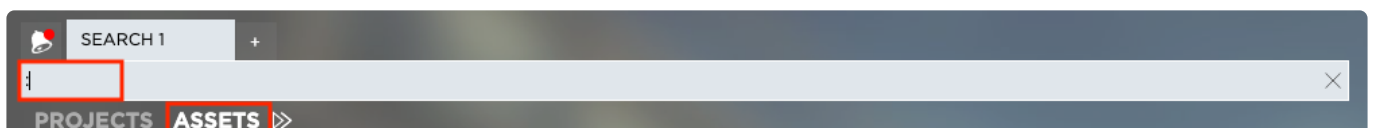
2. Now select "Scope". You can either do this by clicking on it with the mouse or by using the arrow keys to select it and then press the "tab" key
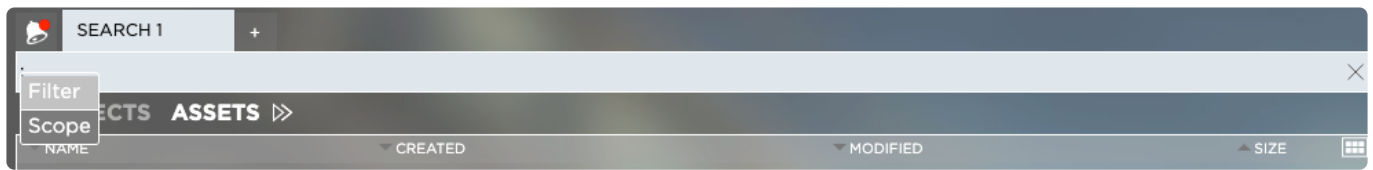


3. Select the scope within which you want to search. Again, use the mouse or the "tab" key for selection

> ✳ You can find a list of the available scopes and what they mean below.
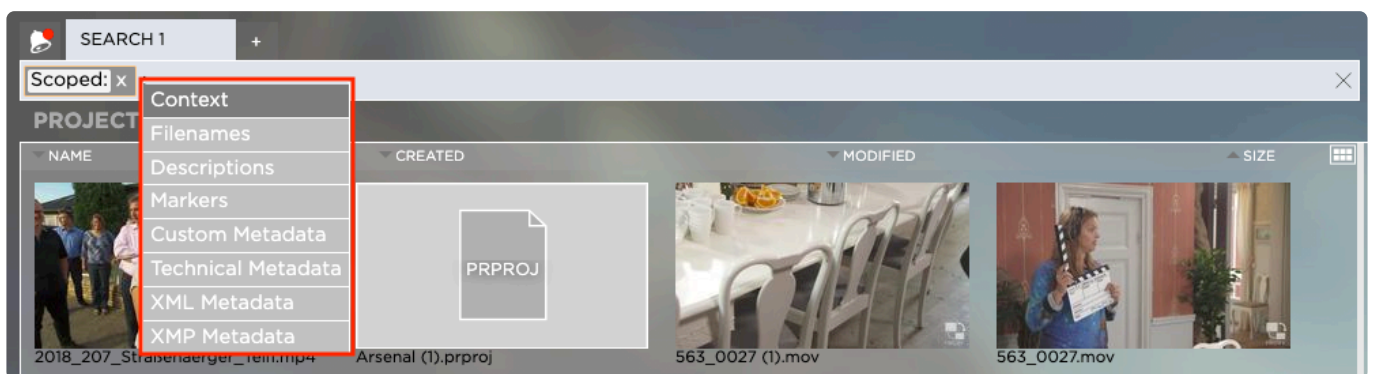


4. Now enter your search query next to the selected scope. Keep in mind that Strawberry now will only search within the selected scope.
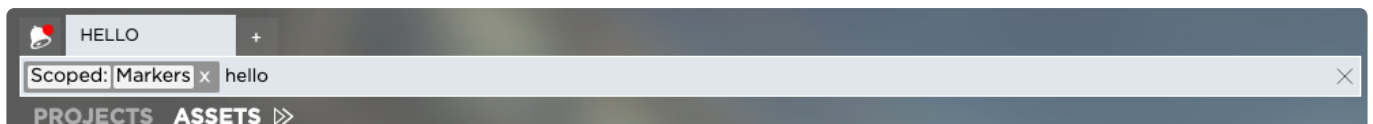


**Asset scope filters are**

- Filenames: Searches for assets by their filenames only
- Descriptions: Searches trough asset descriptions only
- Markers: Searches within asset markers (annotations) only
- Context: Searches for assets only by…
  - .. their folder path
  - .. the metadata of their parent project
  - .. the status of their parent project
  - .. the template of their parent project
- Technical Metadata: Searches only within technical metadata of assets
- XML Metadata: Searches only within XML metadata of assets
- XMP Metadata: Searches only within XMP metadata of assets

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

*Last modified: Mar 24, 2021*

# 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: Mar 24, 2021*

# 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
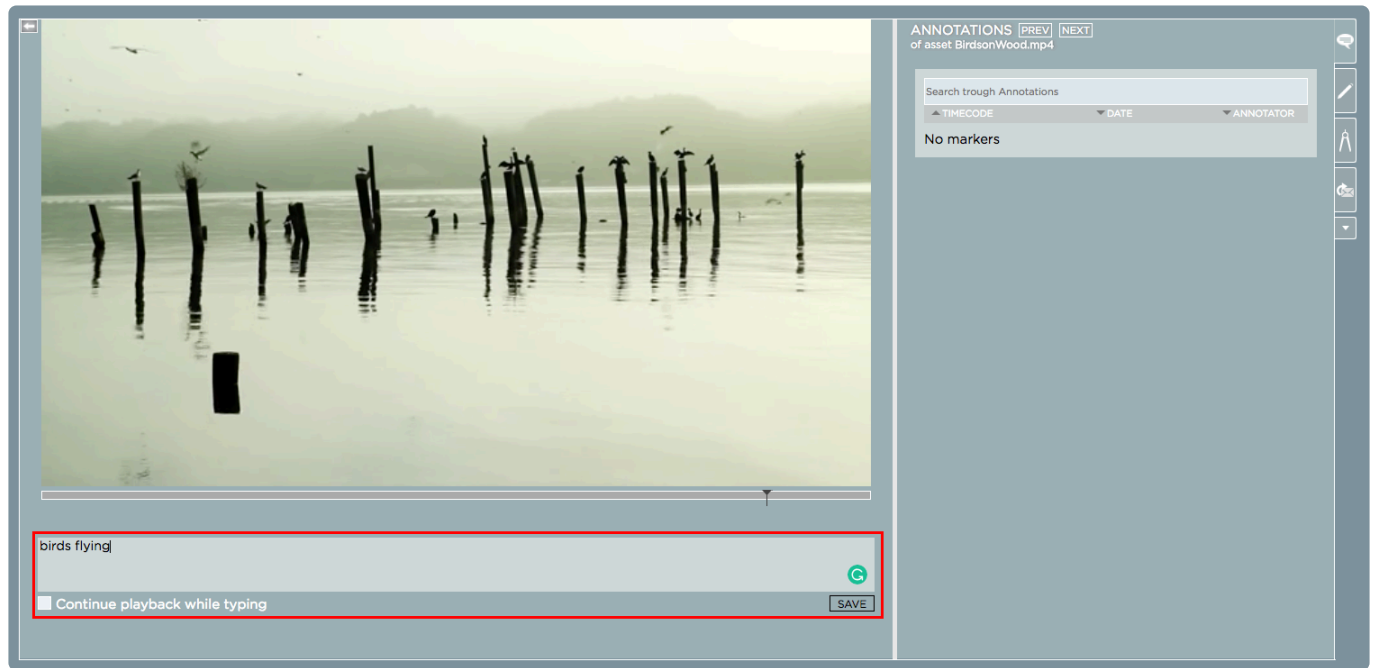


1. You may annotate a specific frame by navigating to that frame using the mouse. Once you have reached the frame, type your annotation into the text field below the video preview and press enter.

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: Mar 24, 2021*

# 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.
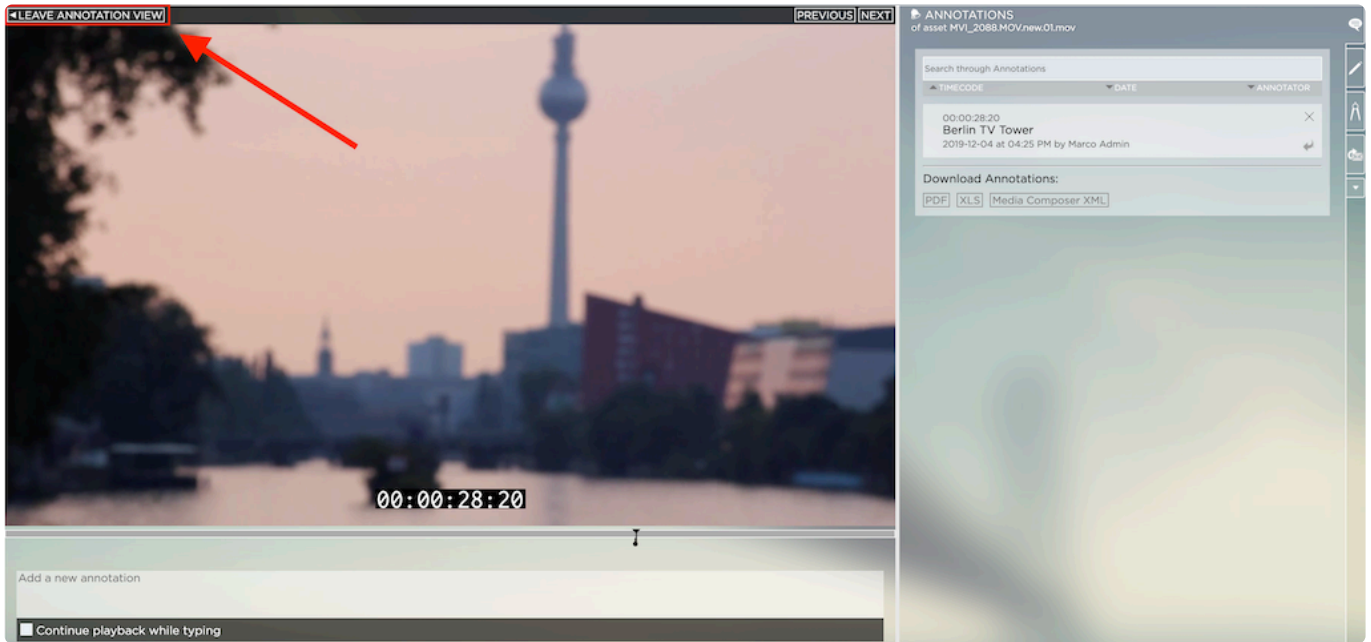
*Last modified: Mar 24, 2021*

# 2.5.2.3. Drawing on Frames

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

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
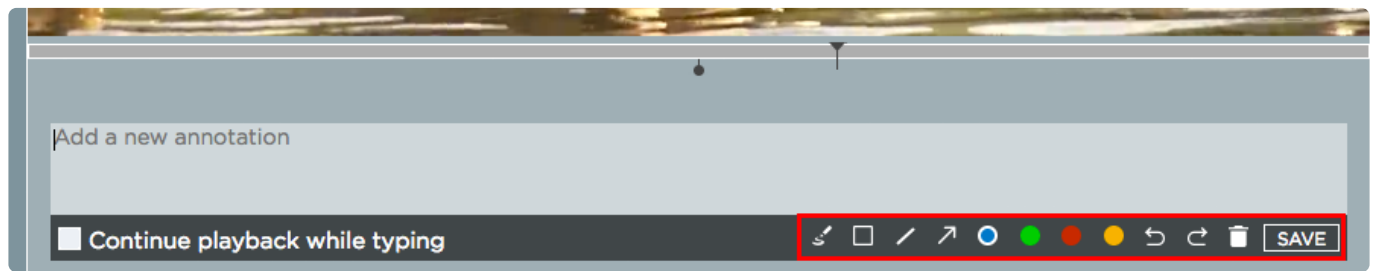


6. Draw on any part of the frame as you like. You may change shapes and colors while you are drawing. Use the "undo" and "redo" button inside the drawing toolbox to undo and redo drawing steps. Use the trash can icon to delete your drawing. You may also add text to the drawing by typing it into the text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

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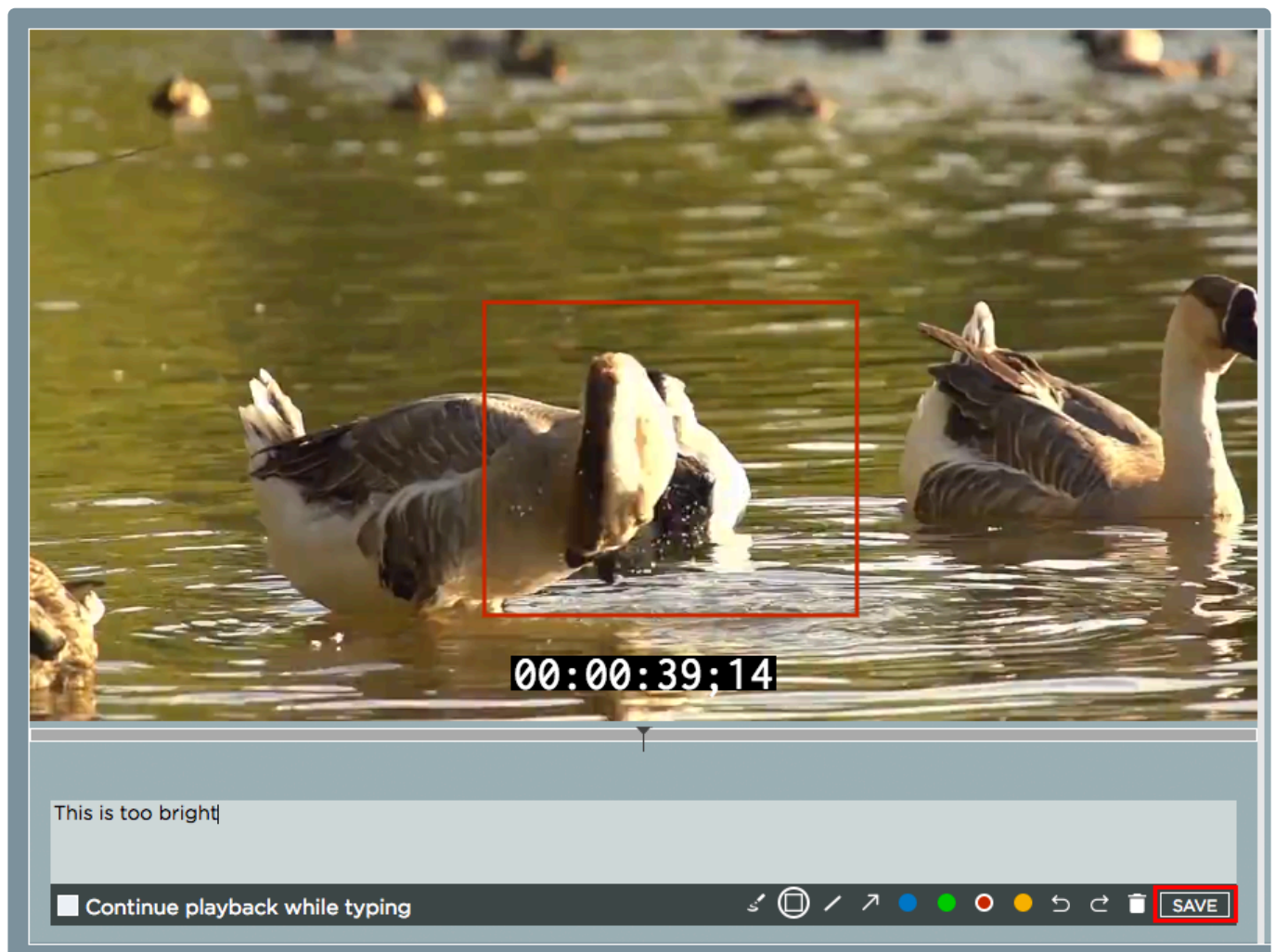
Once you have pressed the "Save" button the drawing will be saved and displayed in the annotation list. A little pencil icon next to the timecode indicates that this annotation has a drawing attached.
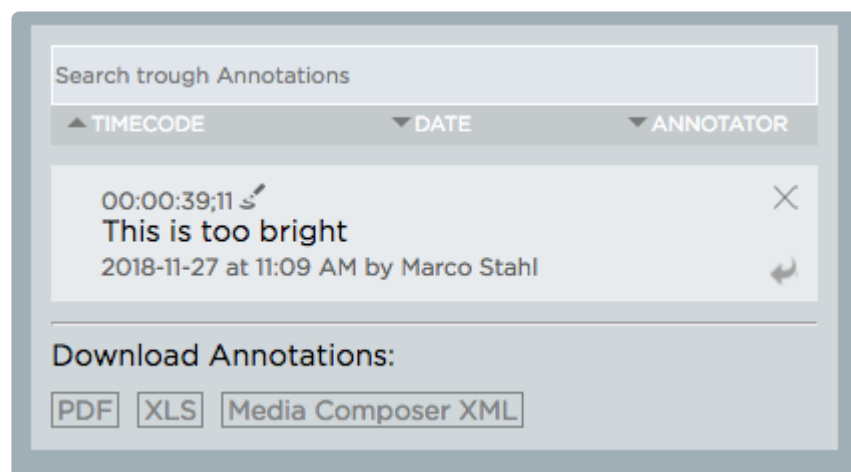


# Editing an existing Drawing

1. Select the drawing that you wish to modify from the annotation list
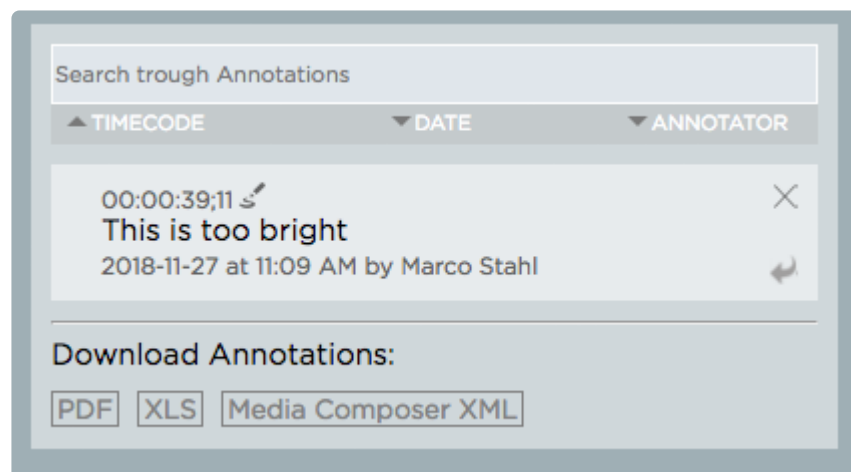


2. Double-click on the annotation
3. Use the drawing toolbox to edit the existing drawing or click on the trash can icon to delete it
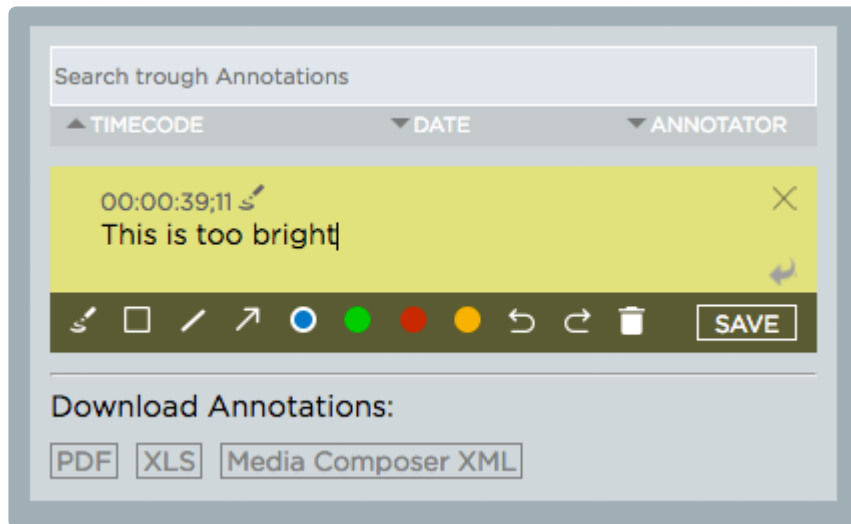
4. Once you are done, click on the "Save" button

*Last modified: Mar 24, 2021*

# 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
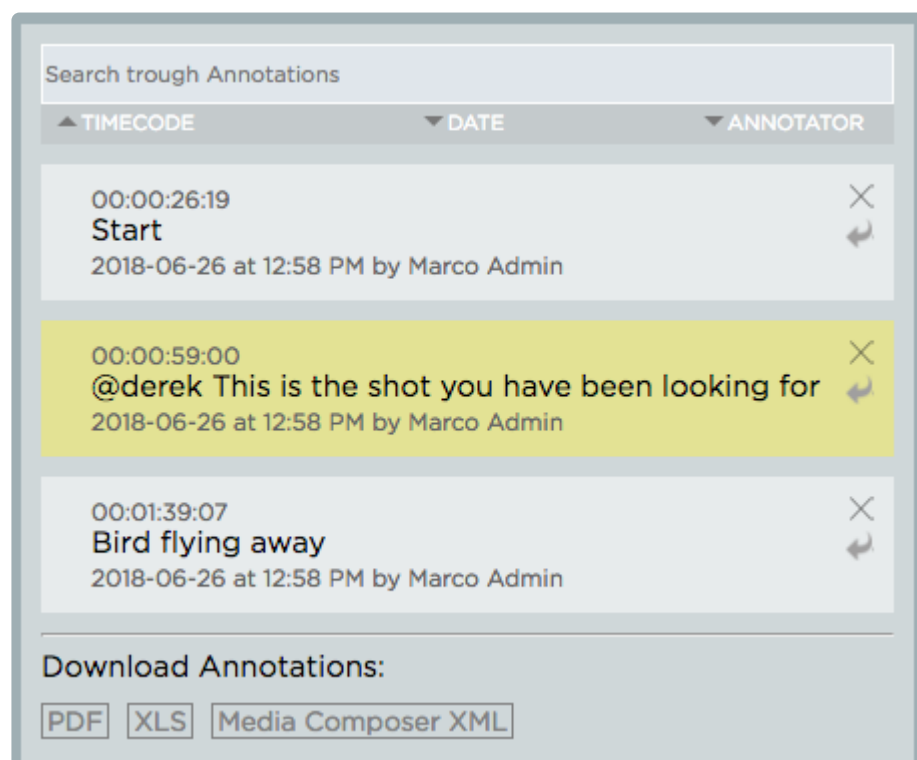
@derek this is the shot you have been looking for|

◯

☐ Continue playback while typing                                              SAVE

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.

Search trough Annotations

▲ TIMECODE                    ▼ DATE                ▼ ANNOTATOR

00:00:26:19                                                            ✕
Start                                                                  ↵
2018-06-26 at 12:58 PM by Marco Admin

00:00:59:00                                                            ✕
@derek This is the shot you have been looking for    ↵
2018-06-26 at 12:58 PM by Marco Admin

00:01:39:07                                                            ✕
Bird flying away                                                       ↵
2018-06-26 at 12:58 PM by Marco Admin

Download Annotations:

PDF  XLS  Media Composer XML

# 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
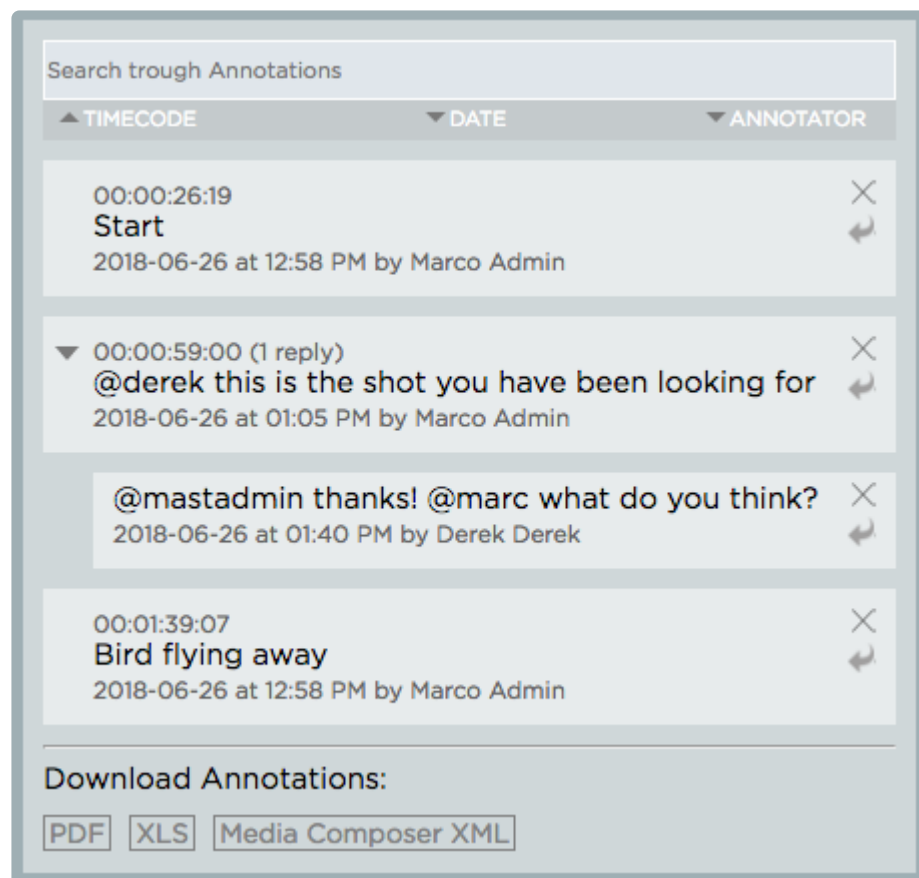
*Last modified: Mar 24, 2021*

# 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"
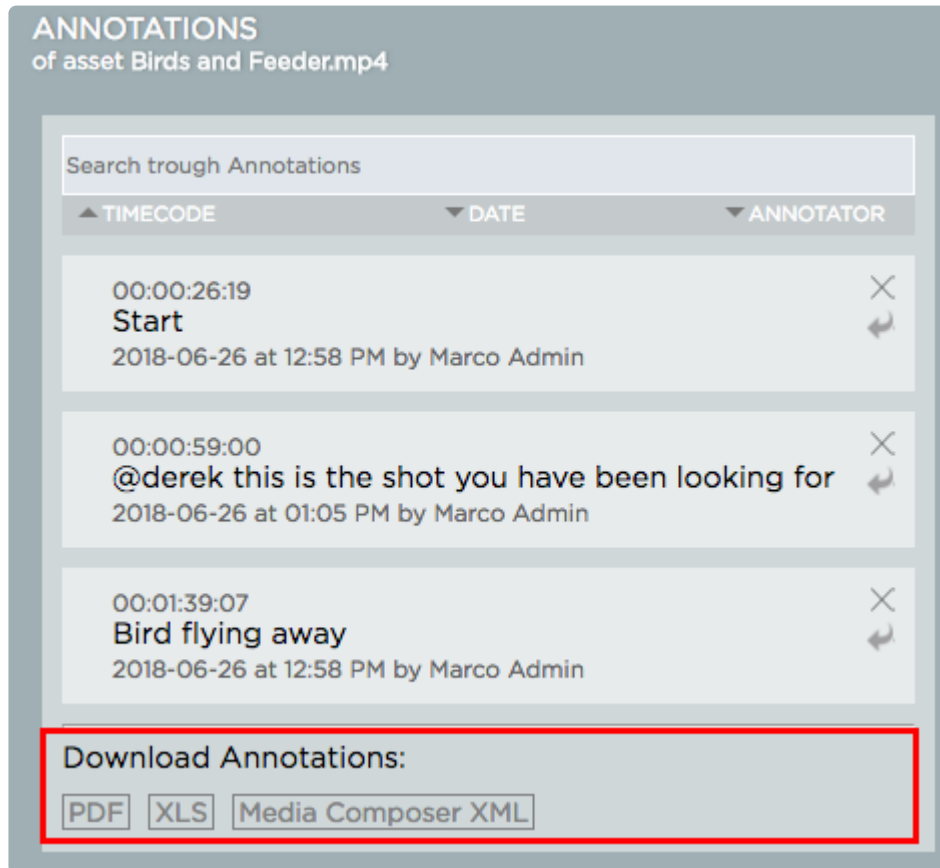


3. Click on the desired format to initiate the download. When choosing PDF you will receive a notification as soon as the document has been created

> ✳ 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.
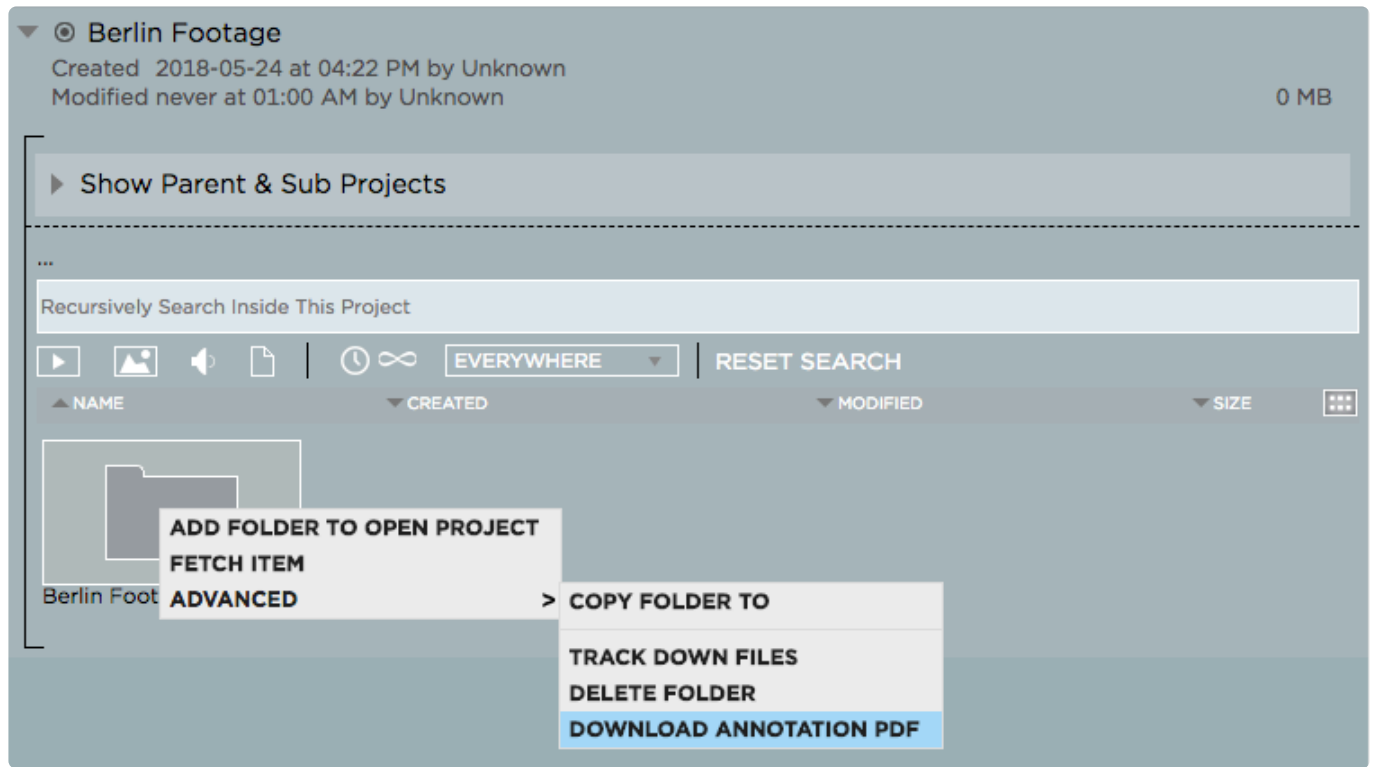
*Last modified: Mar 24, 2021*

# 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: Mar 24, 2021*

# 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: Mar 24, 2021*

# 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
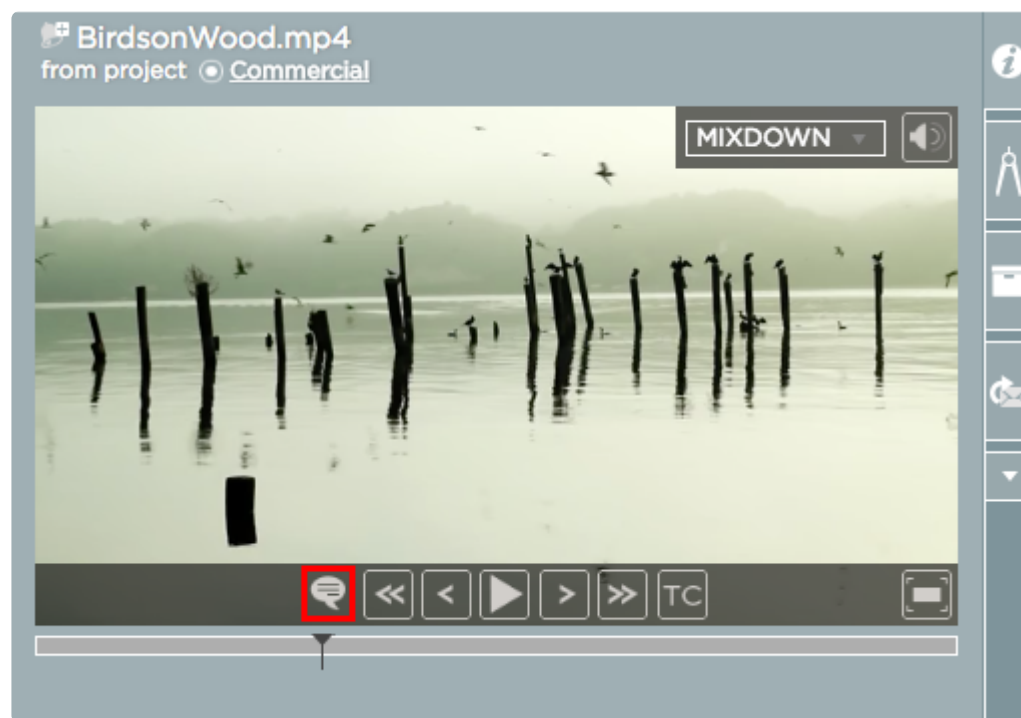


3. Below the annotation list is a section called "Download Annotations". Click on the label named "Media Composer XML"
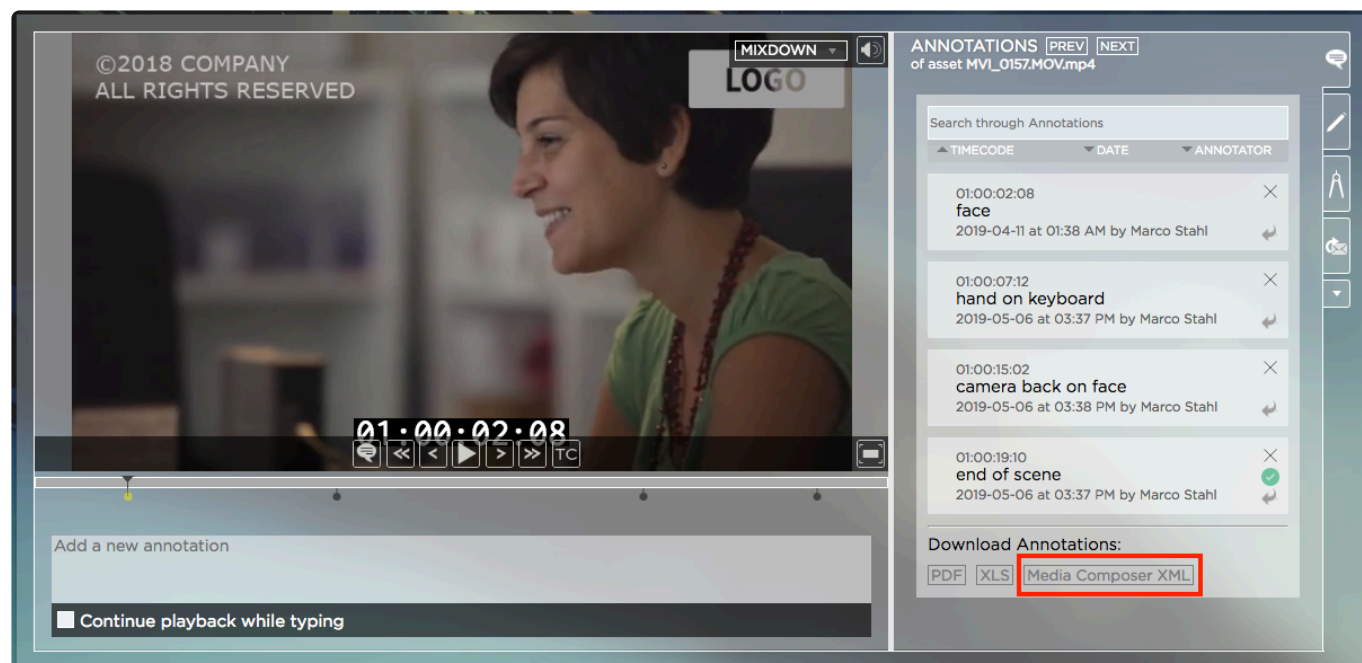
4. Save the file to a local location

# 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"
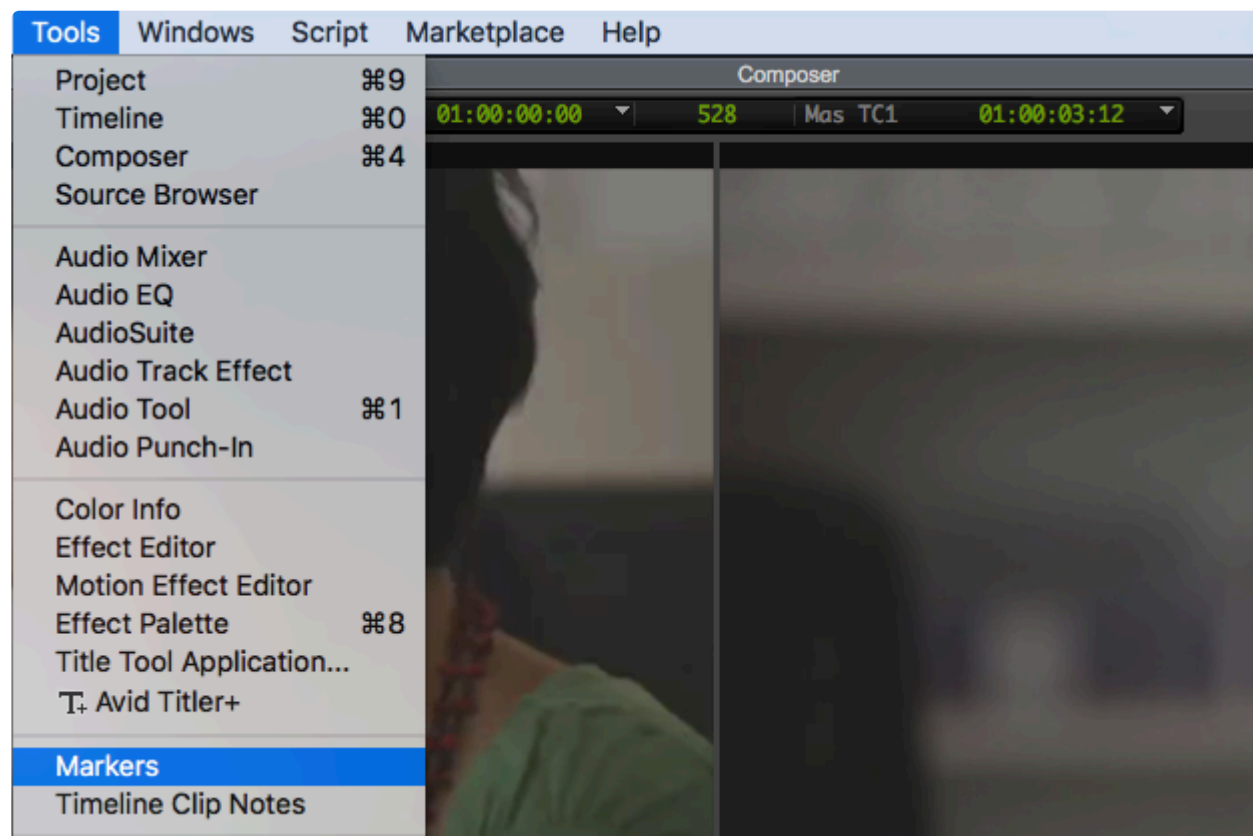
3. Inside the "Sequence Marker" window, perform a right click and then click on "Import Markers"
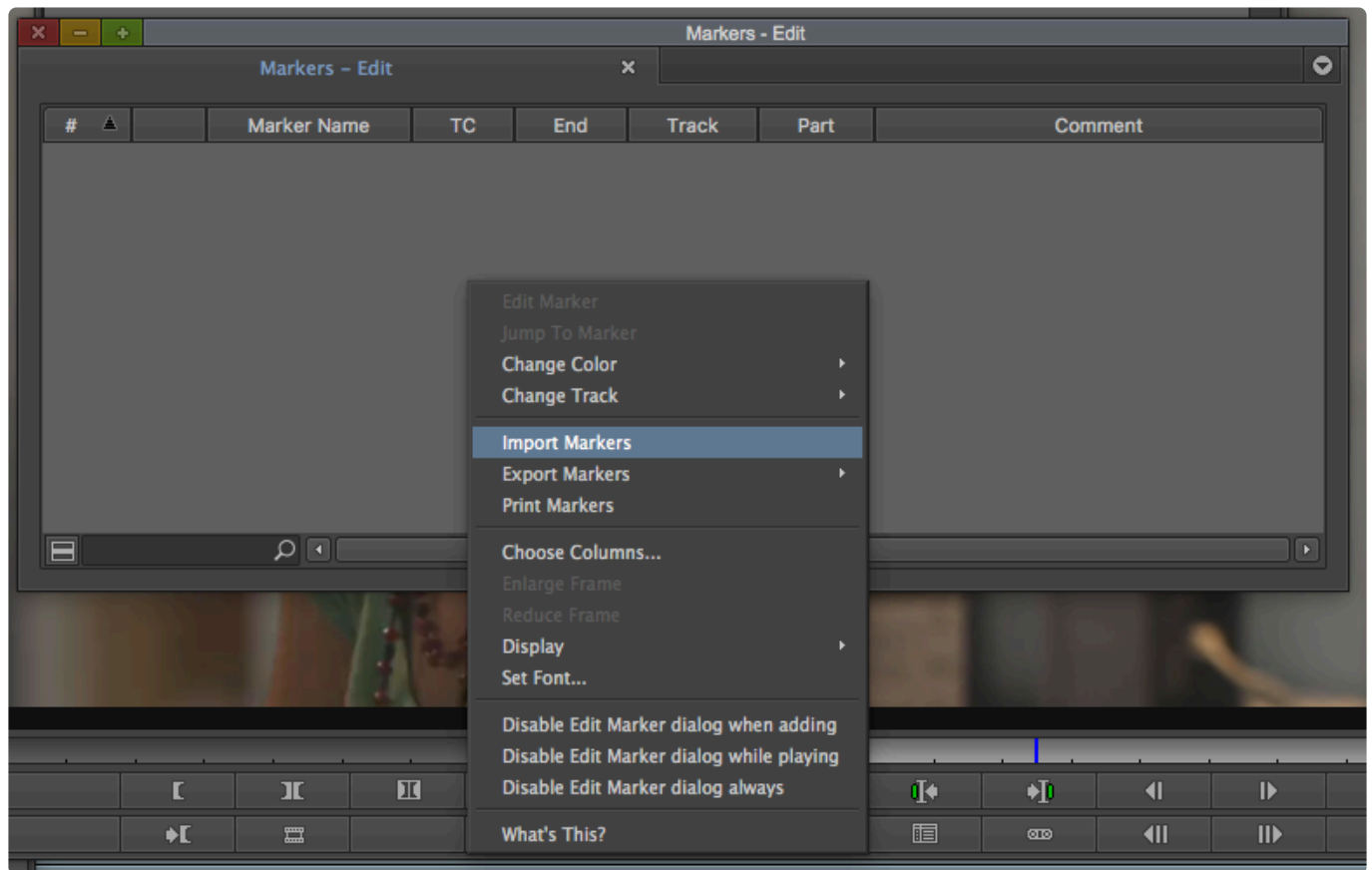


4. Inside the import window, click on the "Options" button in the lower right corner
5. From the "Enable:" dropdown menu, choose "Text/XML"
6. Select the marker XML file and click on the "Open" button
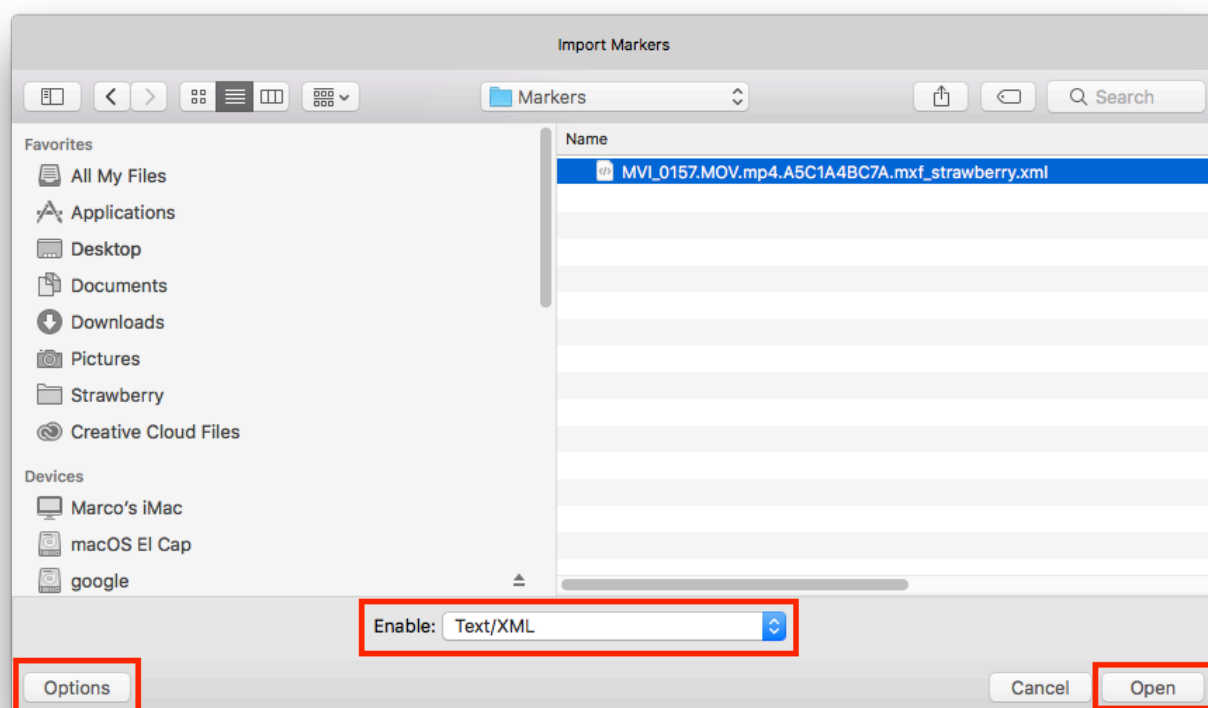
# 2.5.3. The Strawberry Media Player

1. Login to Strawberry using your credentials
2. Select a media asset by clicking on it
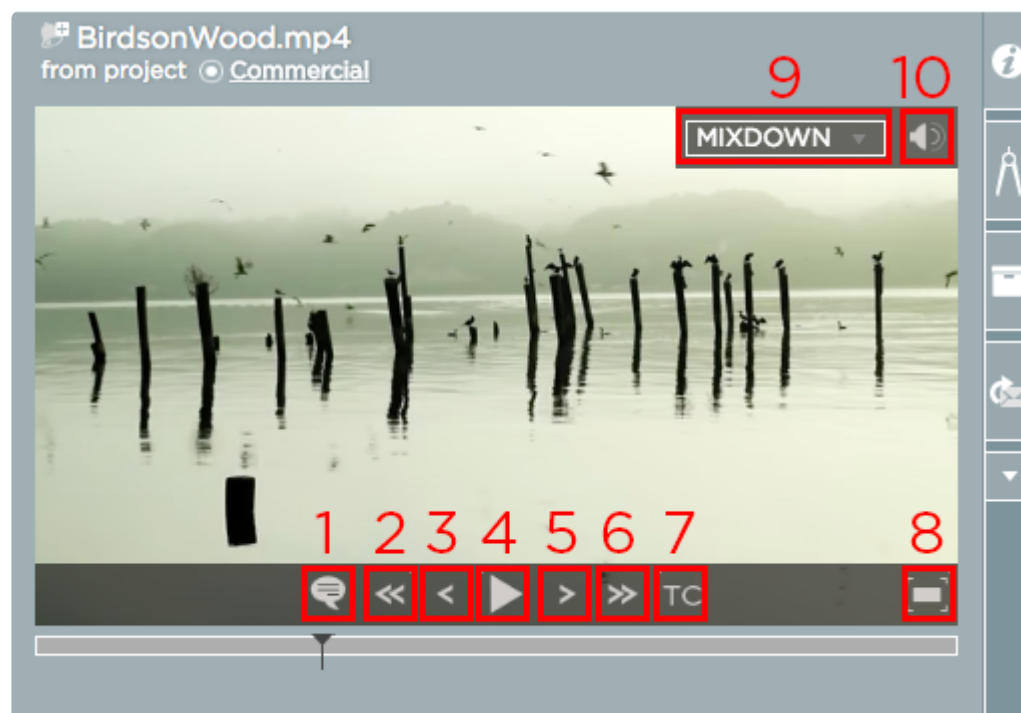
1. Go to annotation (marker) view
2. Step back 1 second (Keyboard: CTRL + Leftwards Arrow)
3. Step back 1 frame (Keyboard: Leftwards Arrow)
4. Play/Pause media (Keyboard: Space)
5. Step forward 1 frame (Keyboard: Rightwards Arrow)
6. Step forward 1 second (Keyboard: CTRL + Rightwards Arrow)
7. Toggle 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: Mar 24, 2021*

# 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
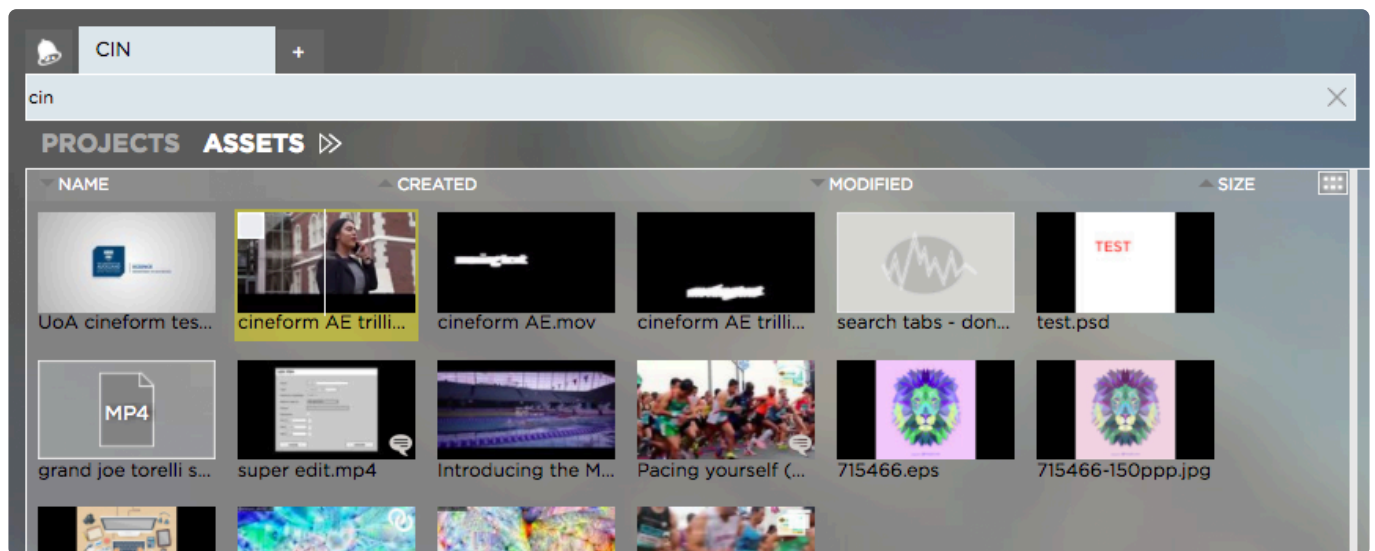


If you would like to add more than one asset, use the checkboxes
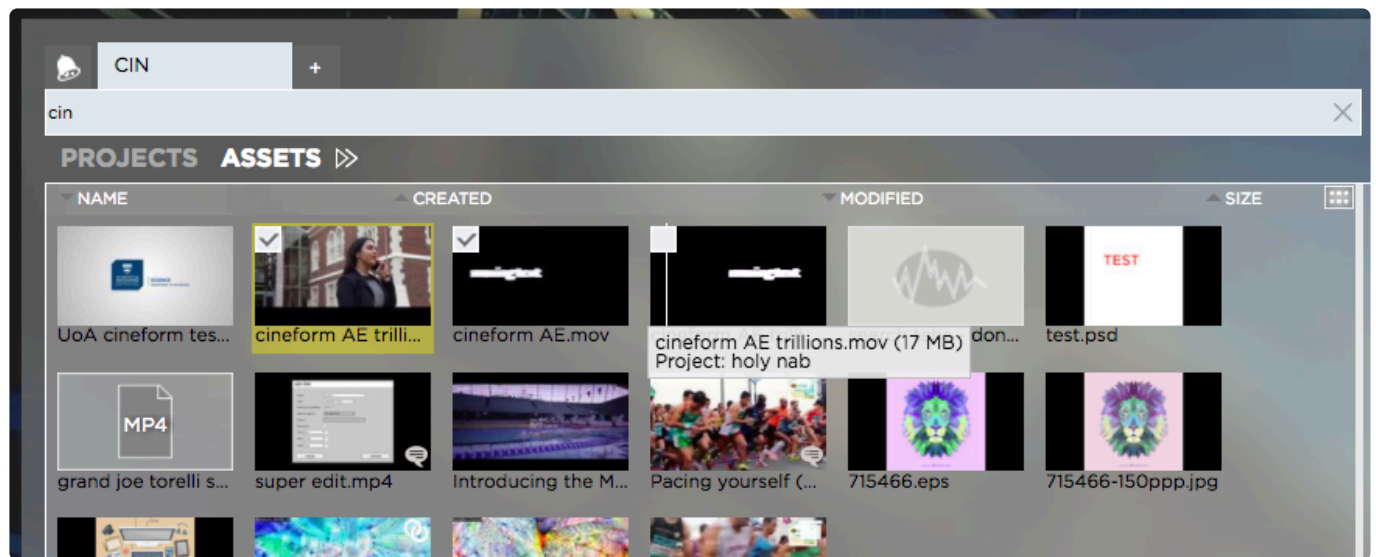
2. Right-click on (any of the) selected asset(s) and select "Add X Assets to Open Project" from the context menu

3. Decide if you want to link or copy the asset into your project by clicking on the respective button
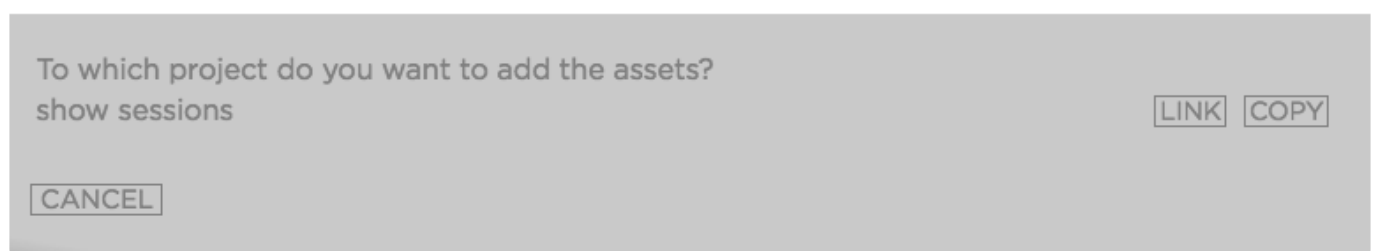


- Copied assets will appear in the root level of your Strawberry project
- Linked assets will appear inside the "Linked-Files" folder of your project

# 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
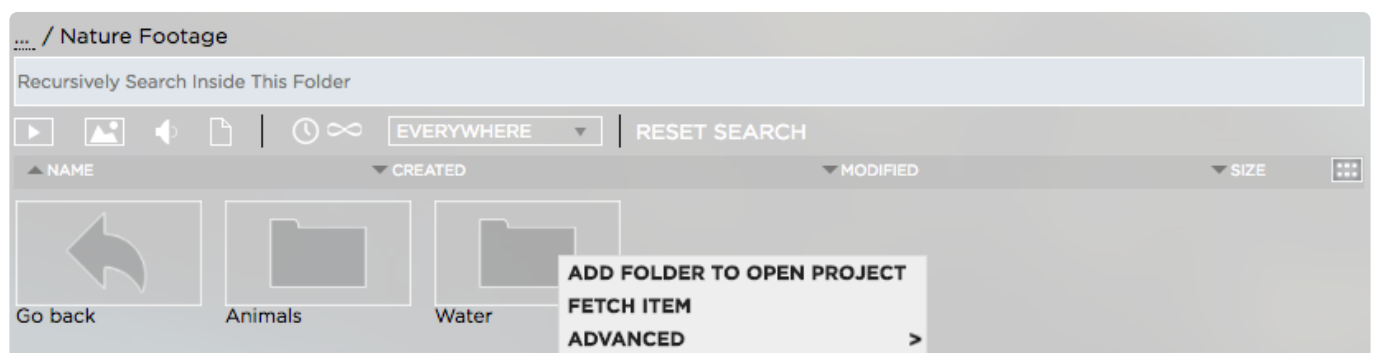
3. From the context menu select "Add Folder to Open Project"
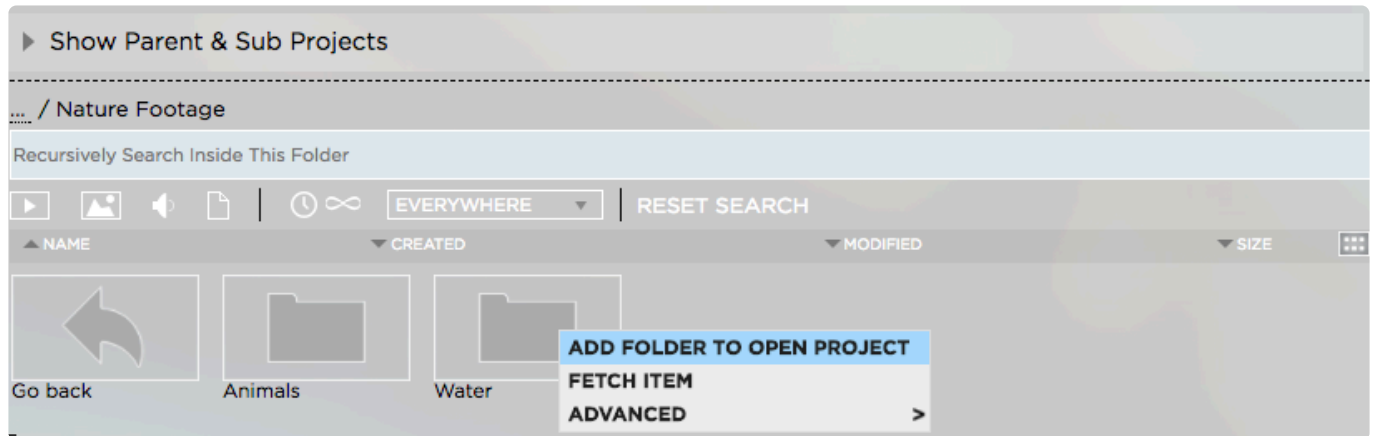


4. Click on the "Link" button next to the name of the open project to which you want to add the folder



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

*Last modified: Mar 24, 2021*

# 2.5.5. Adding Assets to Galleries

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

*Last modified: Mar 24, 2021*

# 2.5.6. Linking Assets between Projects

1. Select the asset that you would like to add to your project by clicking on it
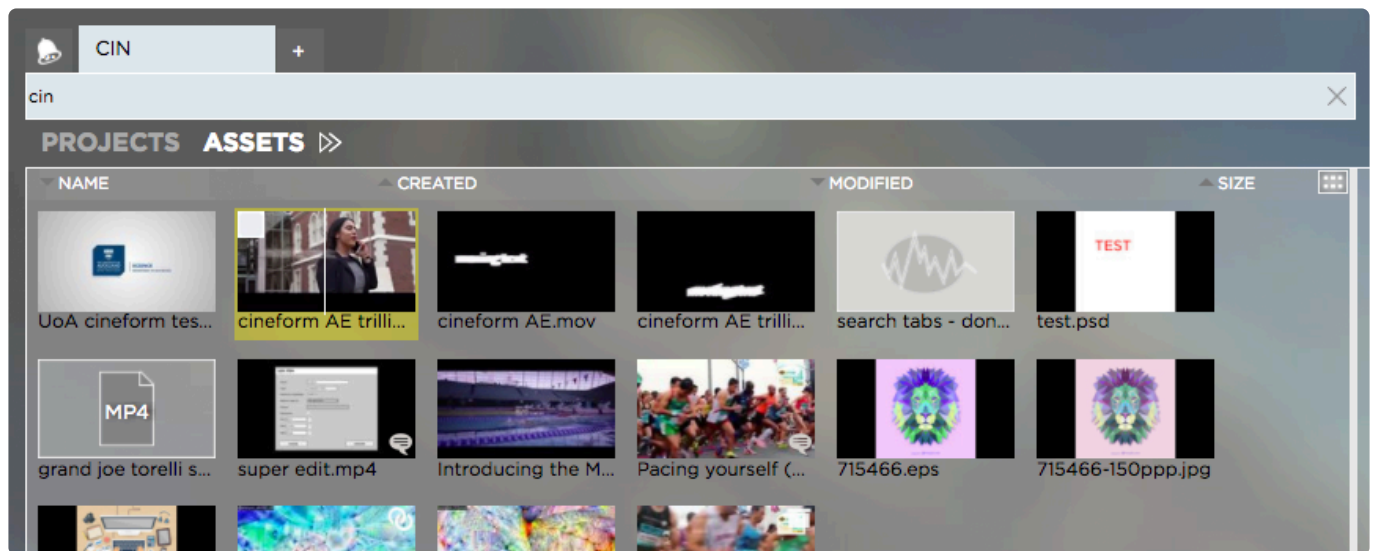
If you would like to add more than one asset, use the checkboxes
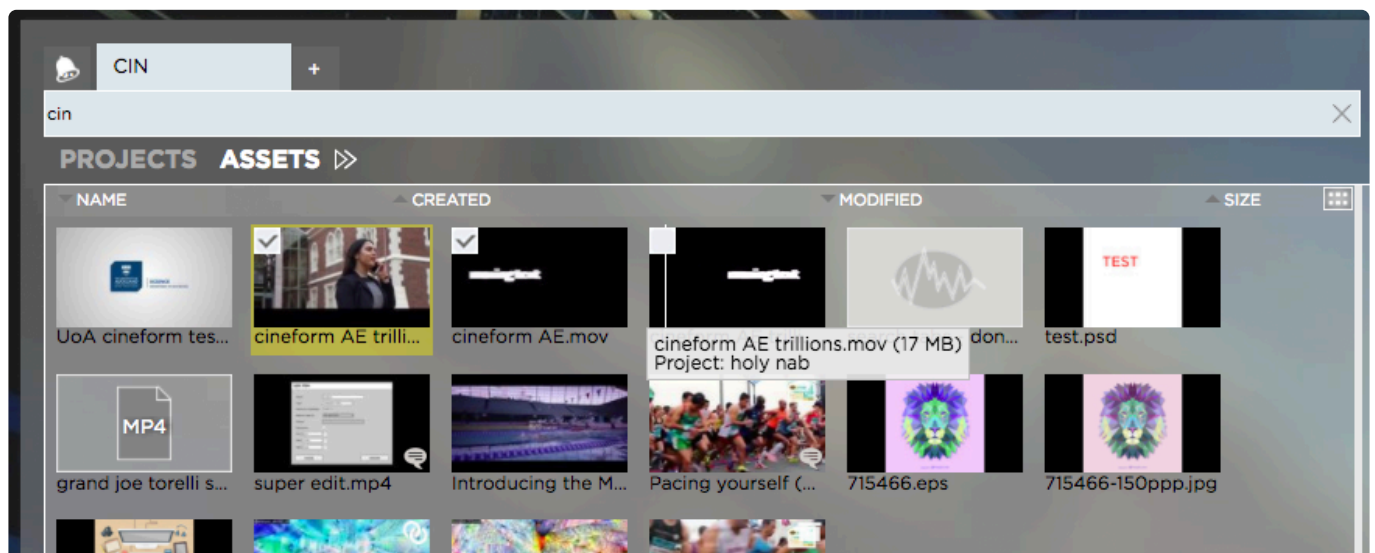


2. Right-click on (any of the) selected asset(s) and choose "Fetch x Items" from the context menu
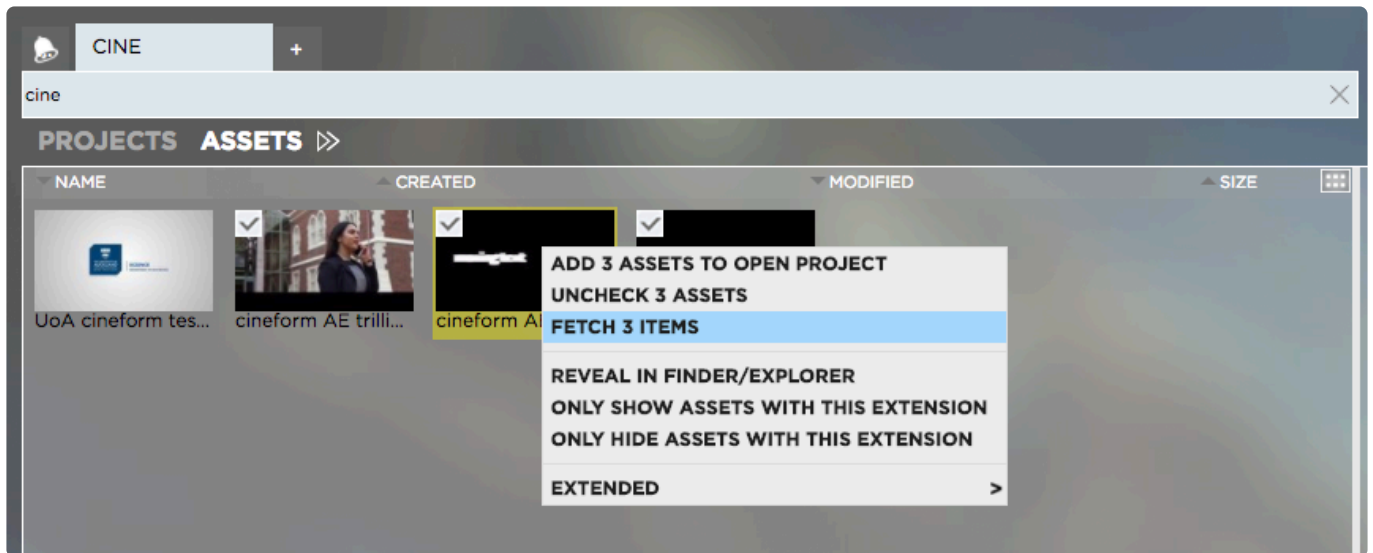
3. Select the project into which you want to link the fetched items

4. Right-click on the project and select "Link Fetched Items Here" from the context menu
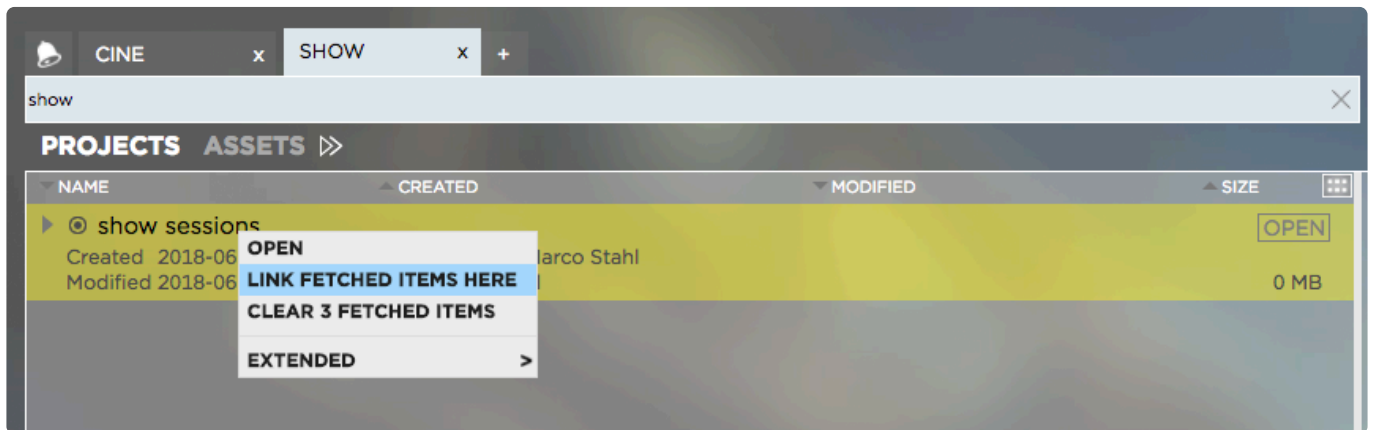


5. Once the operation is completed you will see a success message
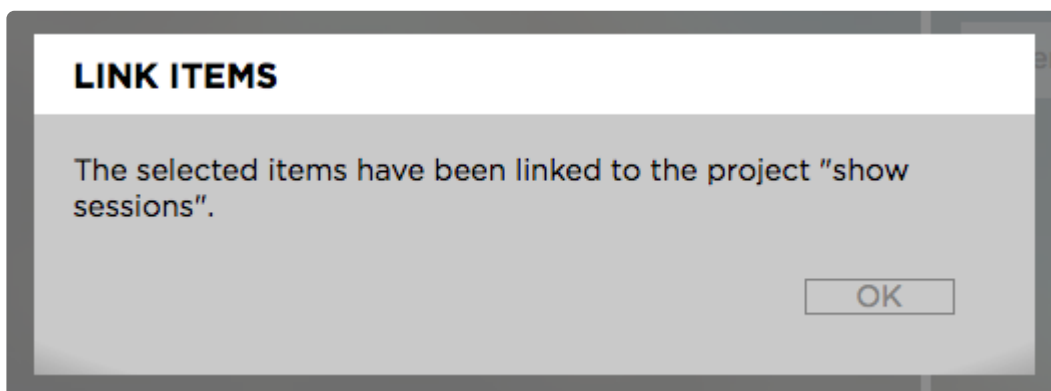


6. When completed, the linked files will appear inside the "Linked-Files" folder of the target project

*Last modified: Mar 24, 2021*

# 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
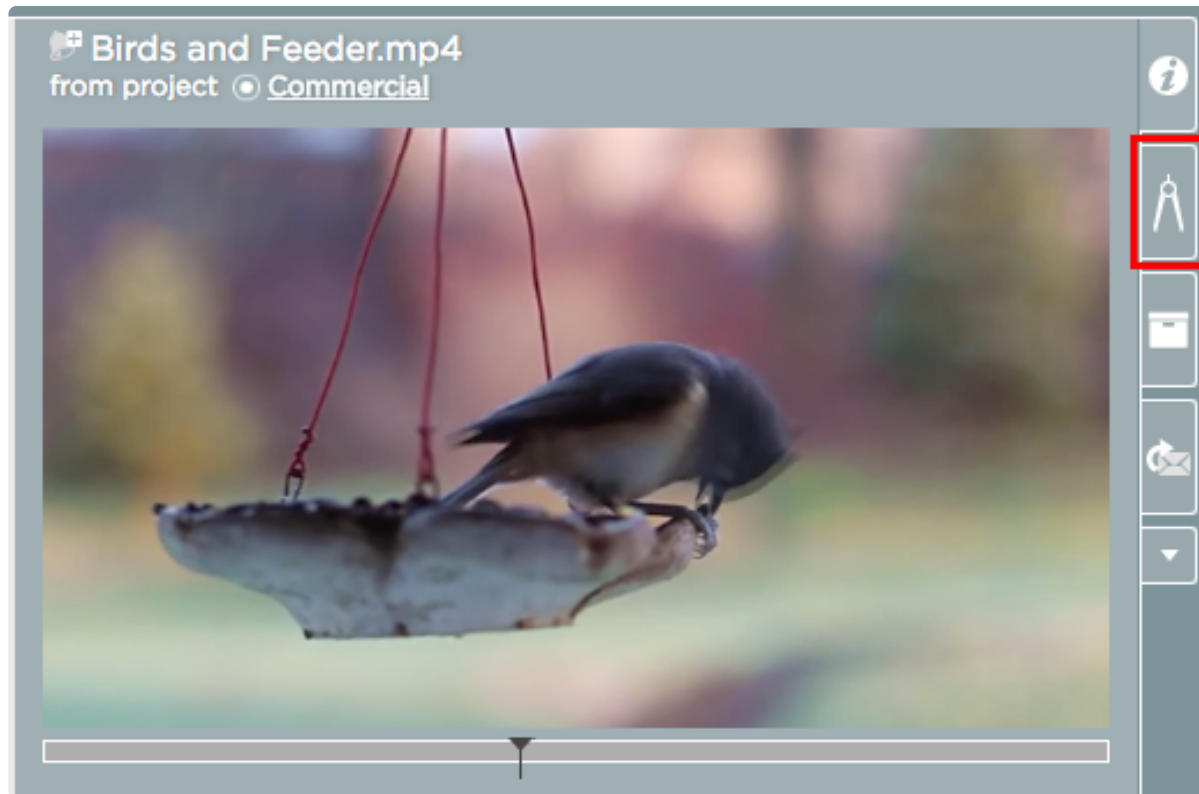


3. Make your changes

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: Mar 24, 2021*

# 2.5.8. Subscribing to Assets

The subscription feature is part of the basic and enhanced versions of the "Communications System".

*Last modified: Mar 24, 2021*

# 2.5.9. Sharing Assets via Email

## Requirements
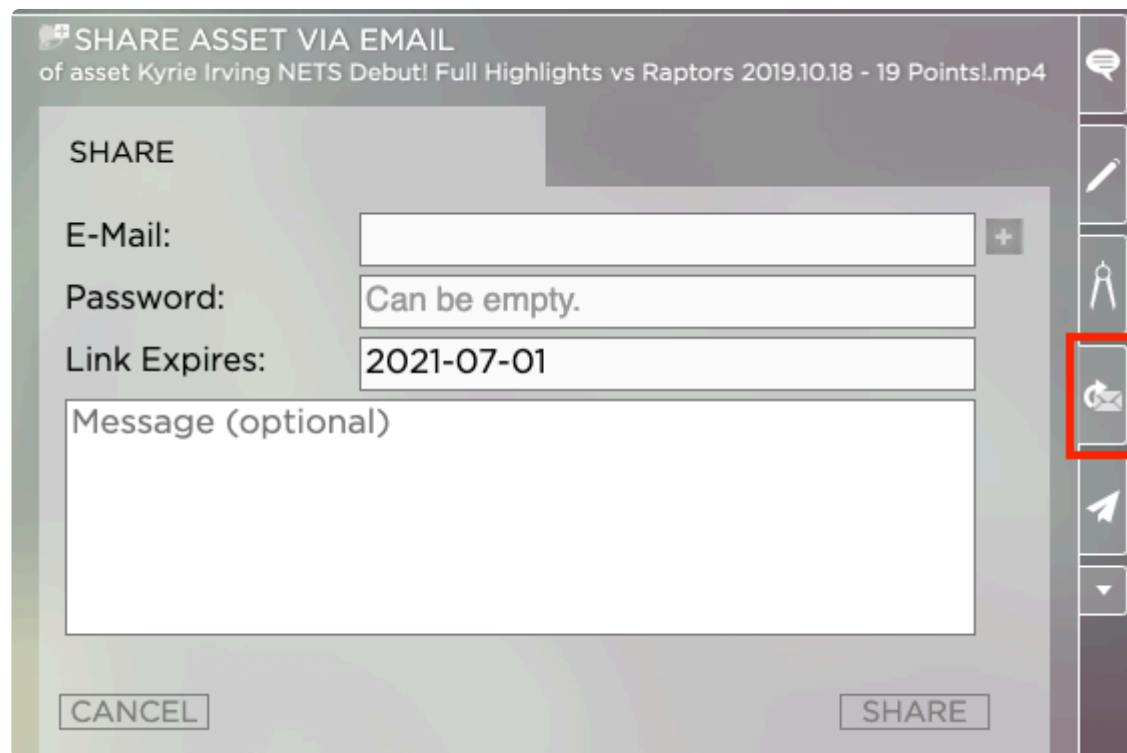
• External people can only access Email links if the Strawberry system is connected to the Skies cloud

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. Optionally, you can also enter a password for the review links, set a link expiration date, and add a custom note.

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

*Last modified: Jun 01, 2021*

# 2.5.10. Sharing Assets via Quick Links

## Requirements

- In order to open a Quick Link, a user must already have an account within Strawberry and must have access to the project in which the Quick Link asset is located
- Quick Links become invalid when the underlying asset gets deleted
- Quick Links work within the local network (LAN) or through Skies

## h2. Usage

1. Select the asset from which you want to create a Quick Link
2. Right-click on the asset and select `Share > Get Quick Link`
3. The Quick Link is now copied into your clipboard

*Last modified: Jun 01, 2021*

# 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](#)
- [Identifying & Importing Unmanaged Assets](#)
- [Importing a Preditor Sequence](#)
- [Marker Synchronization](#)

*Last modified: Sep 21, 2023*

# 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: Mar 24, 2021*

# 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
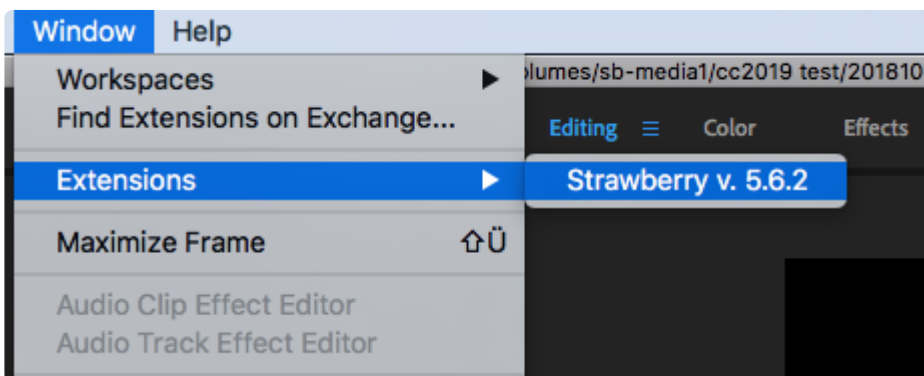


*Last modified: Mar 24, 2021*

# 2.6.3. Searching for Content

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

*Last modified: Mar 24, 2021*

# 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 `Import`.
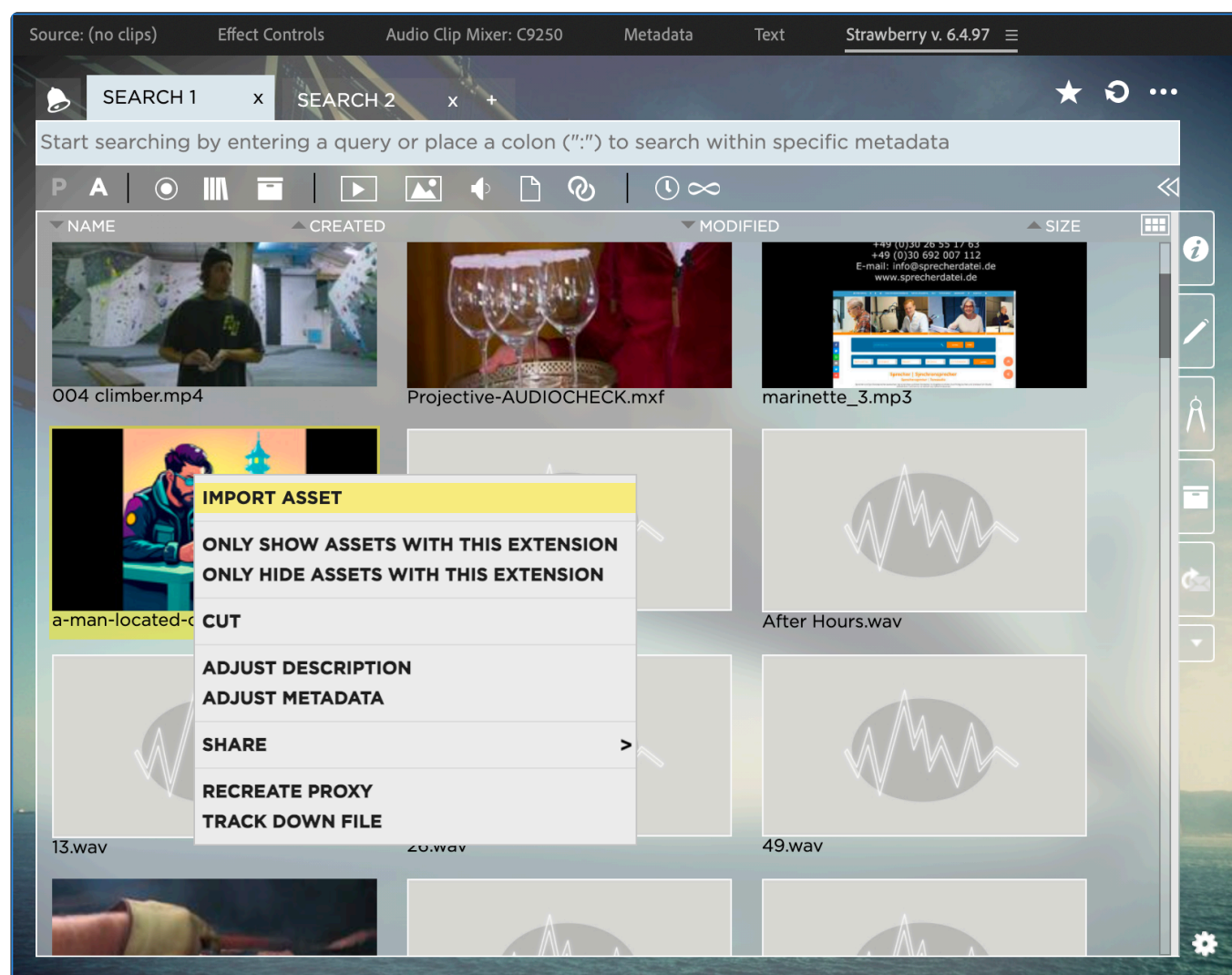


4. The HighRes master clip will now be imported into the selected bin. If no bin has been selected upon import it will be imported into a bin called `Linked-Files`.

## 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 afterwards.
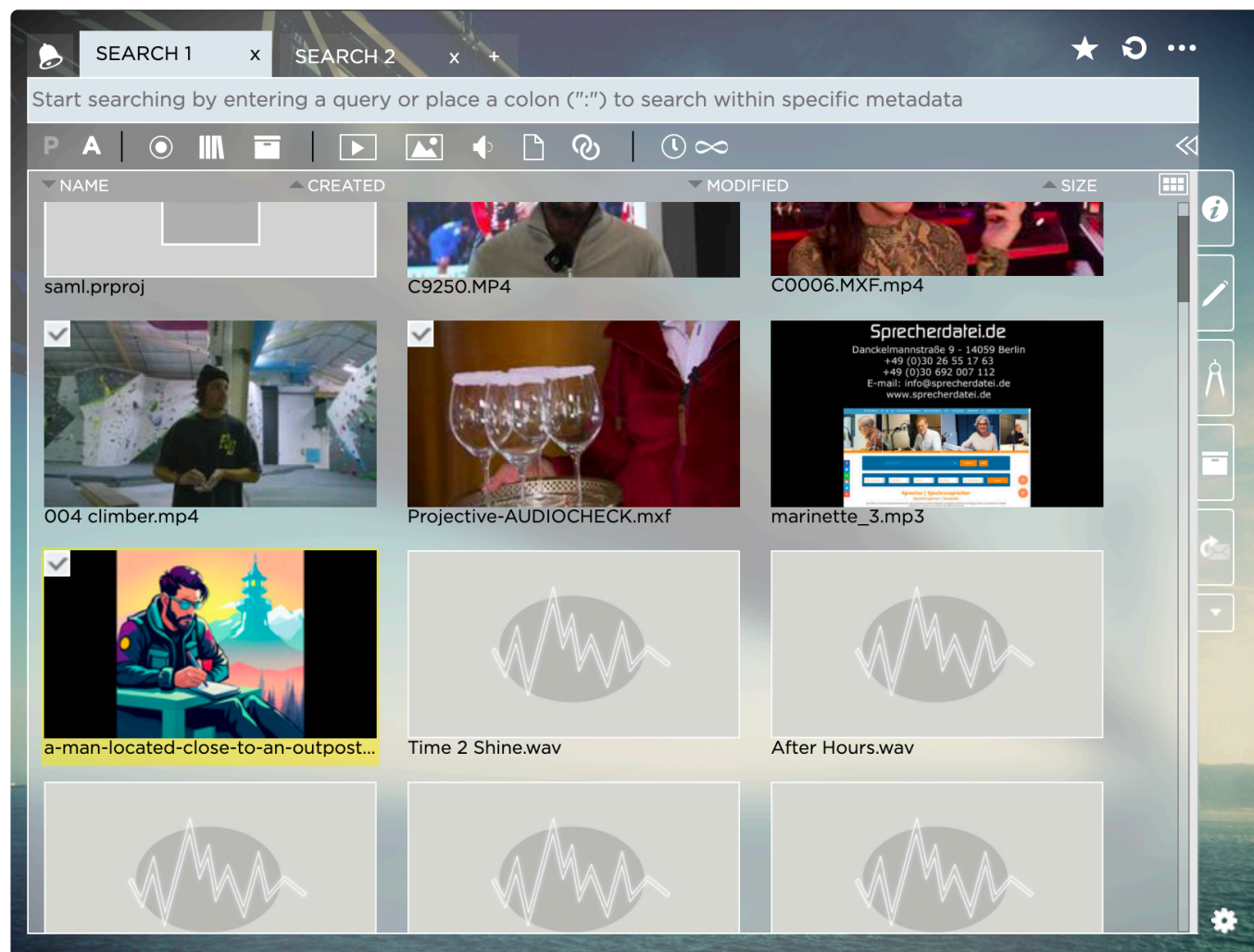


3. Right-click on one of the selected assets and select `Import x assets`, whereby `x` represents the number of selected assets.
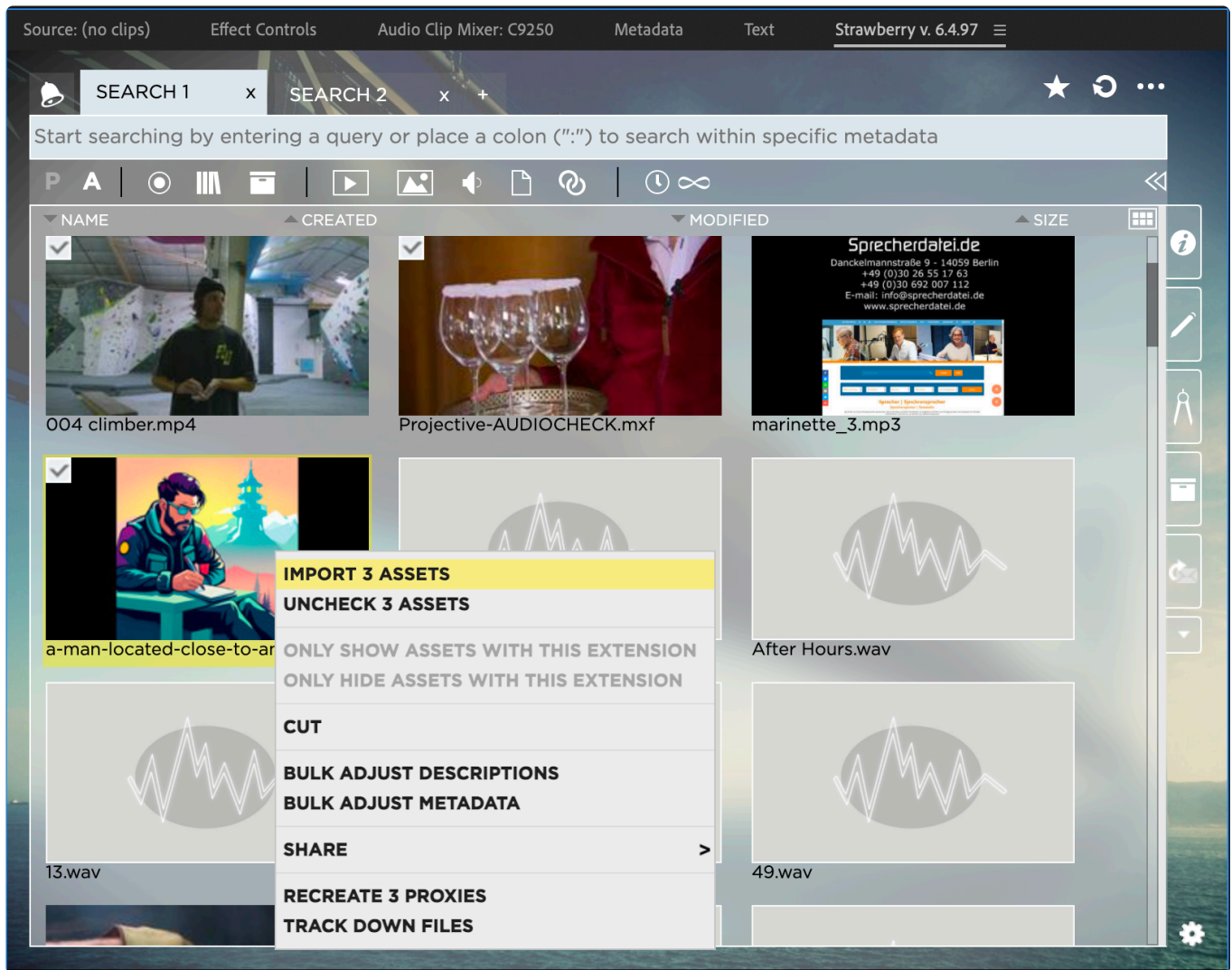
4. The HighRes master clips will now be imported into the selected bin. If no bin has been selected upon import they will be imported into a bin called `Linked-Files`.

## 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 `Import Folder`.
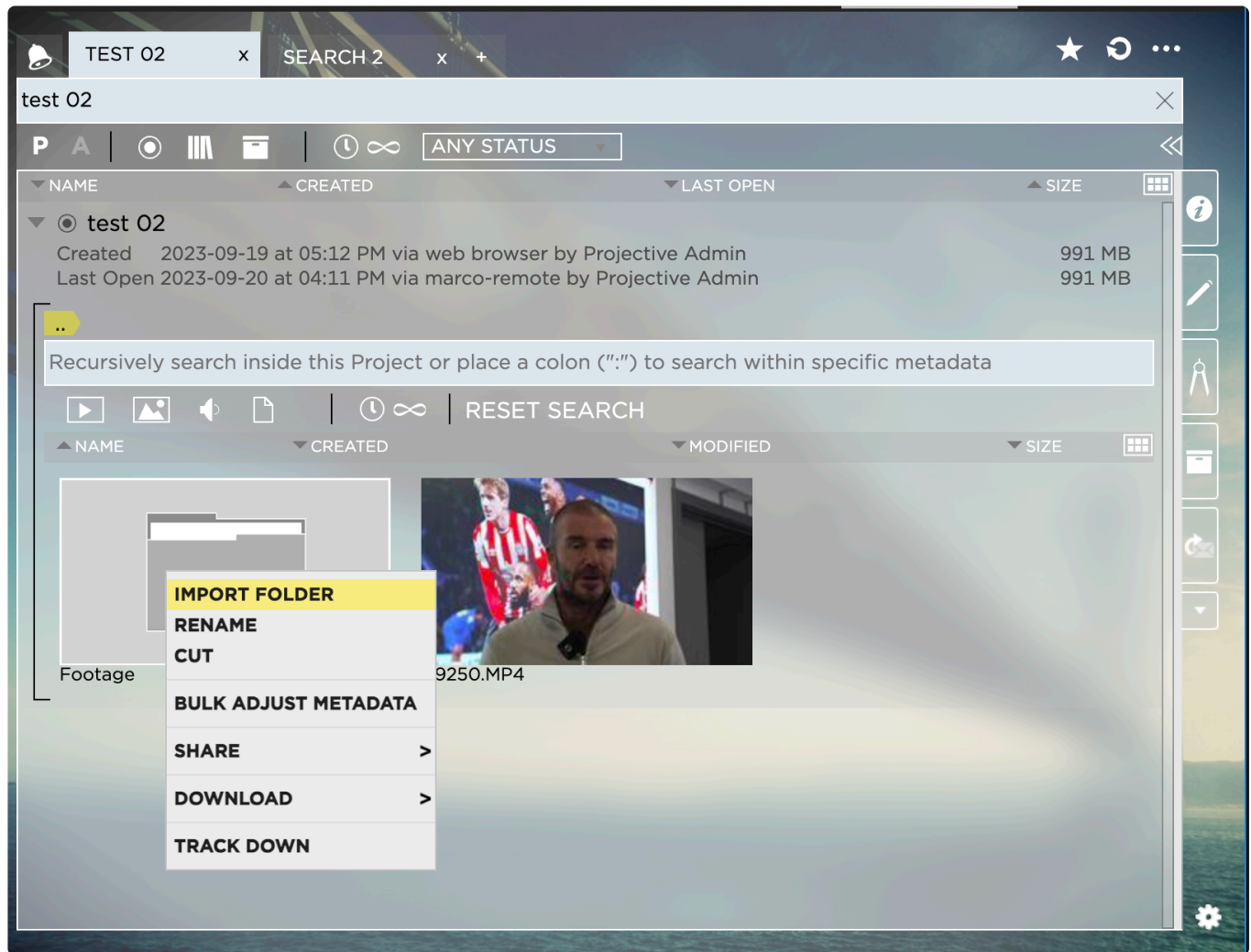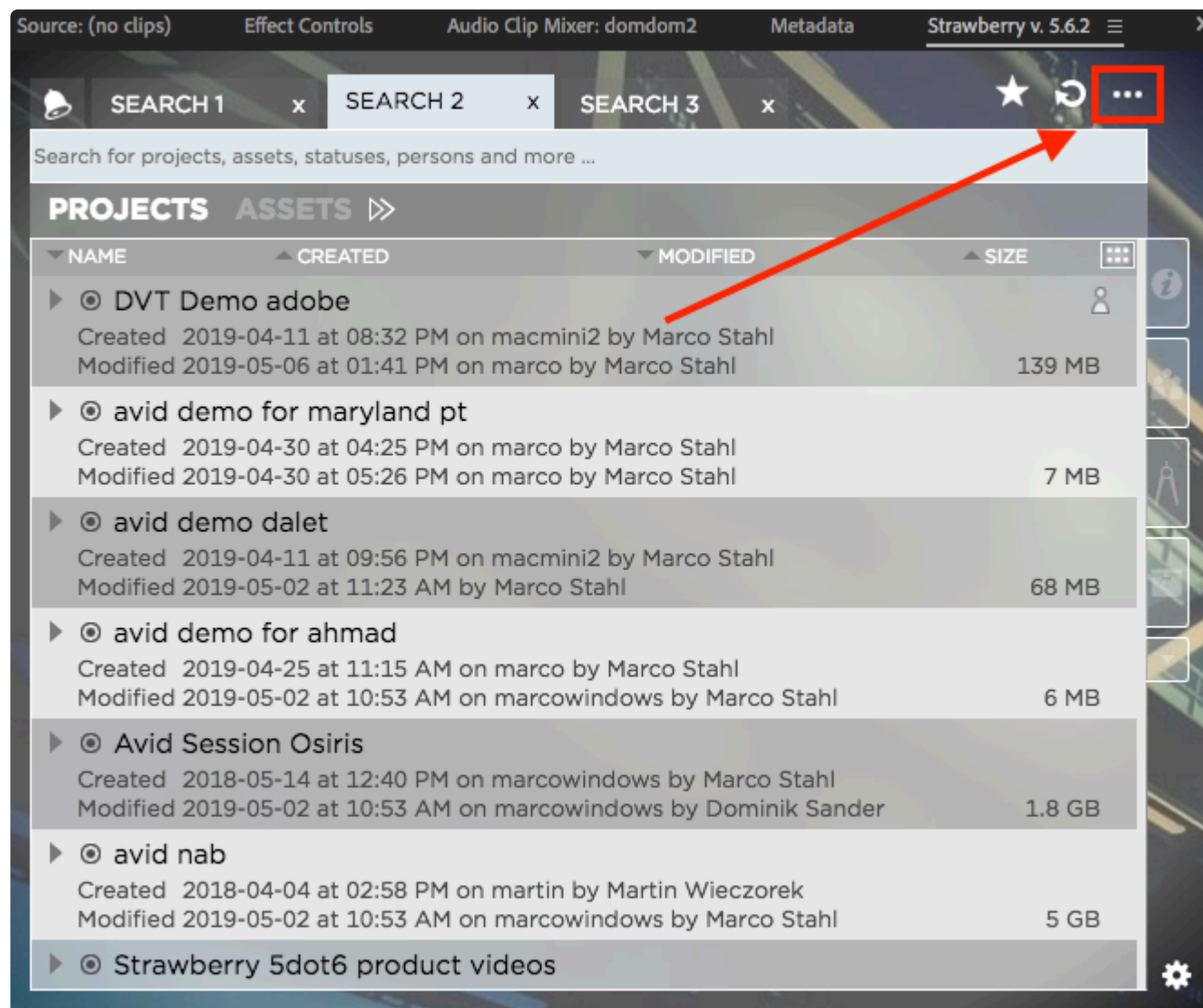
*Last modified: Sep 21, 2023*

# 2.6.5. 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
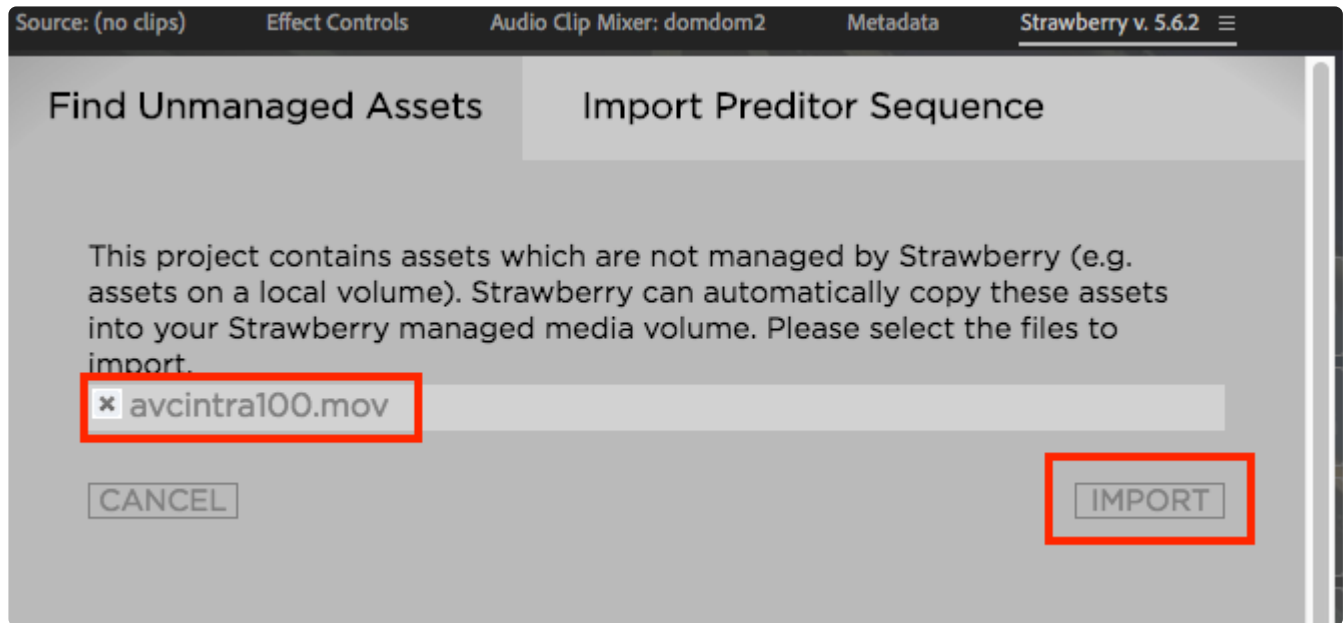
✱ Once the file has been imported, it will be located on the top level of your Strawberry project in the OS file explorer

## 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
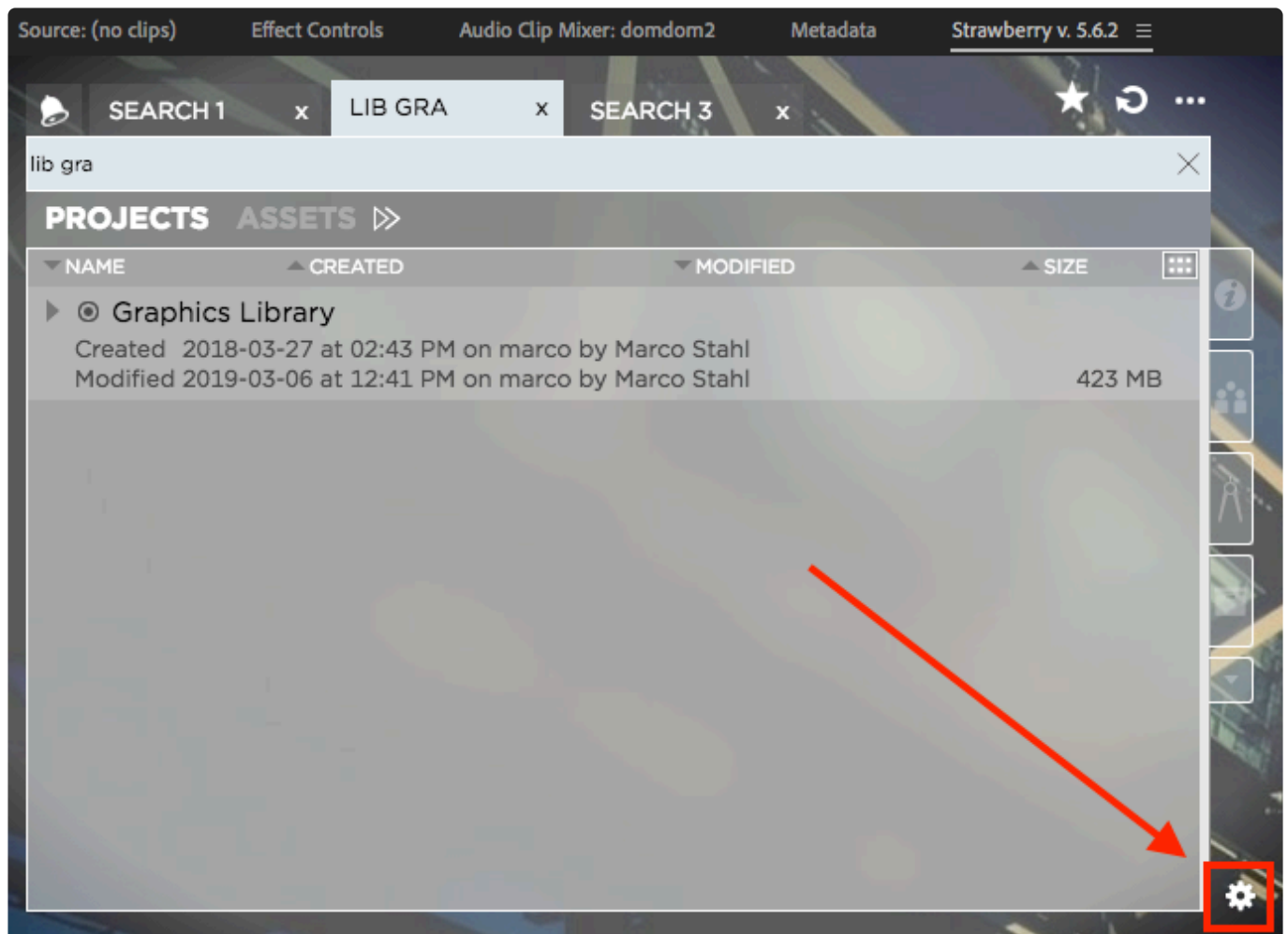
2. Click on the "Ingest" tab

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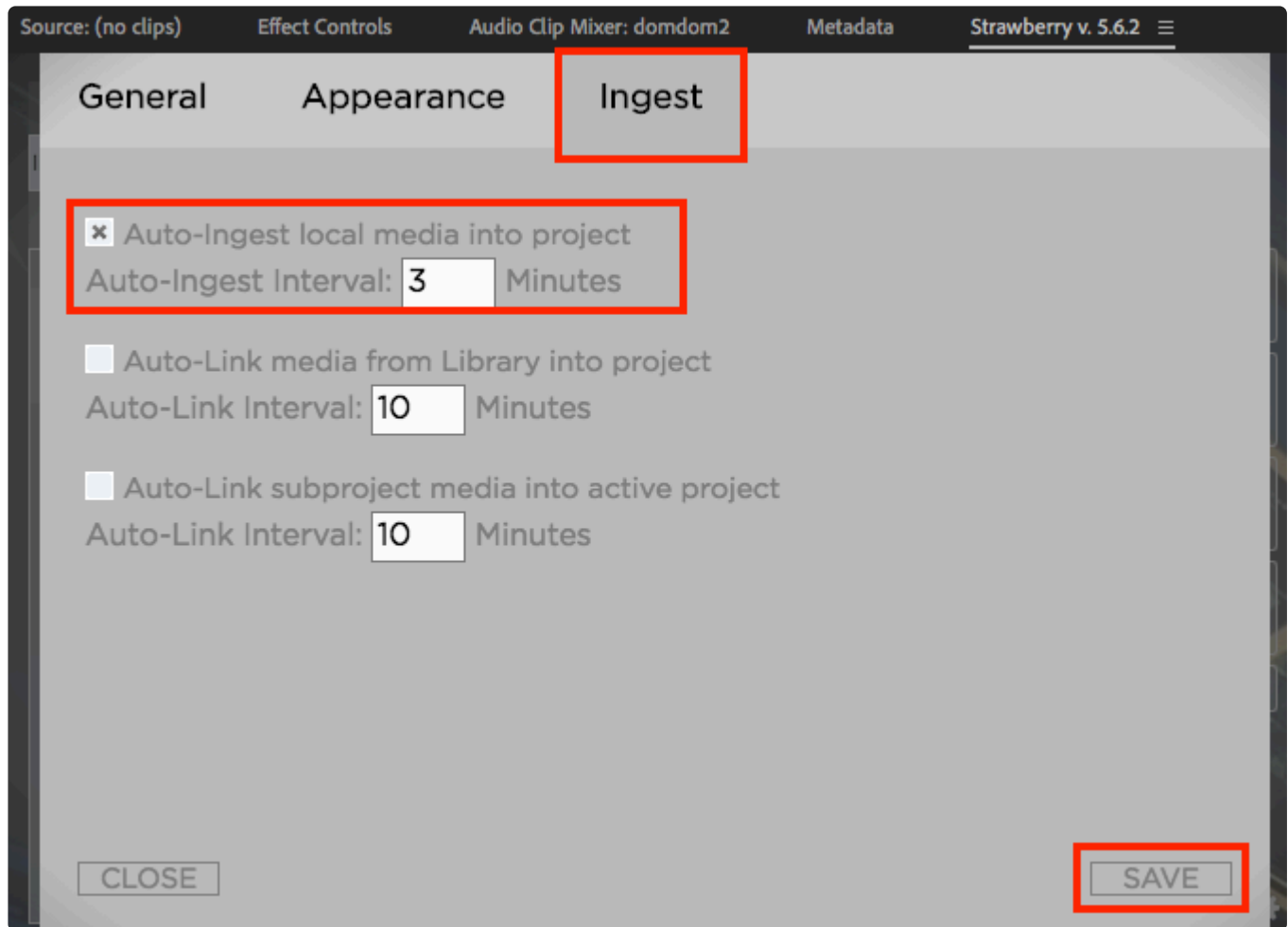
4. Click save

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: Mar 24, 2021*

# 2.6.6. 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
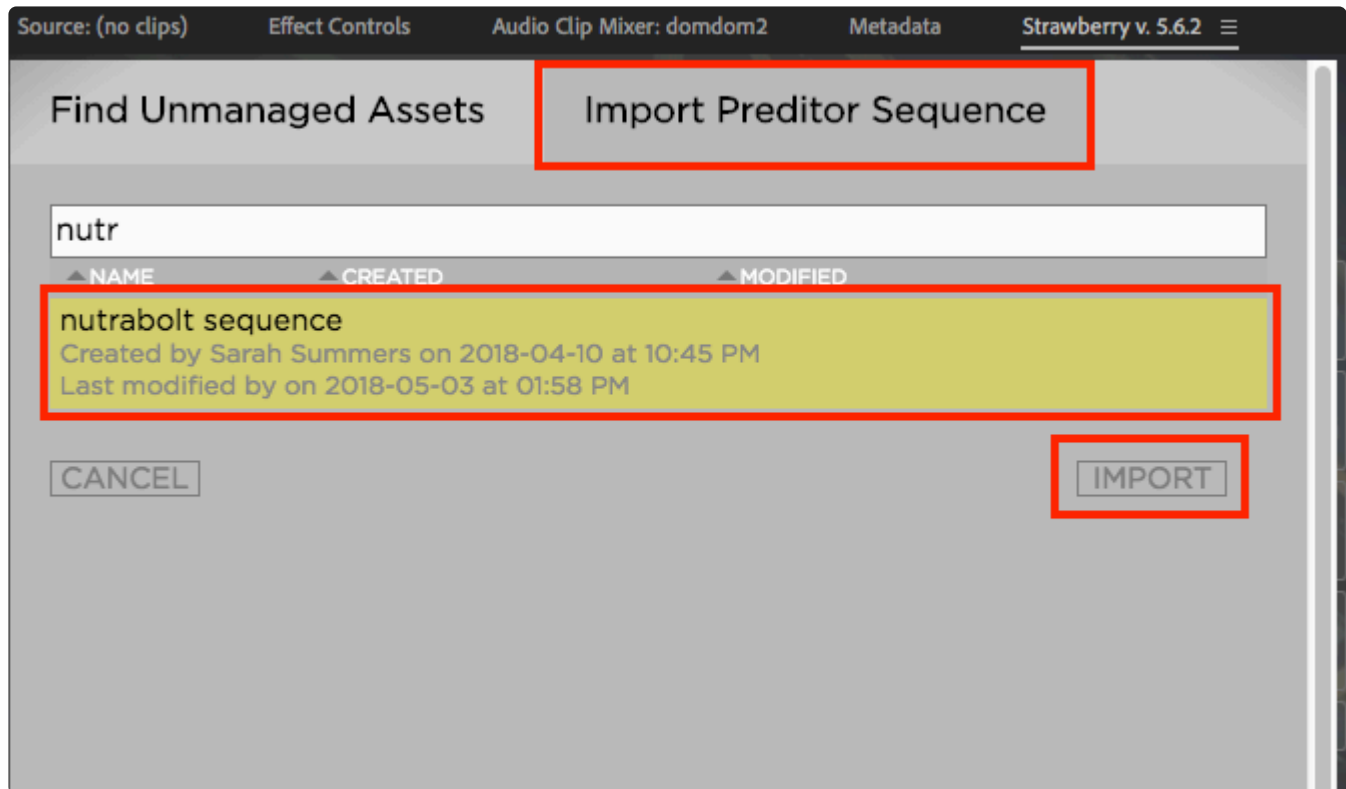
> ✳ Once the sequence is imported, it will be located inside a bin called "Preditor-sequence-name", whereby "sequence-name" is the name of the imported sequence. On the OS file browser level, the physical media files and the sequence XML file will be located inside "Your Strawberry Project/Linked-Files/preditor/sequence-name".

*Last modified: Mar 24, 2021*

# 2.6.7. 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: Mar 24, 2021*

# 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

| General | Appearance | Notifications | Versions |

☐ Hide Archived Content By Default

☒ Hover Scrub

Navigation Style: ○ Flat  ● Folders

☒ Recursive Search Inside Folders

E-Mail Address for Notifications:

paul@whatapost.eu

Slack username:

paul

Do you need need help identifying your Slack username?

EDIT CLIENT CONFIGURATION

CLOSE                                                SAVE

## 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. Since Strawberry 6.2.1, you can enter multiple email addresses by separating them via semicolons:

```
example1@email.com;exmaple2@email.com
```

## 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".

*Last modified: Mar 24, 2021*

# 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

*Last modified: Mar 24, 2021*

# 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.
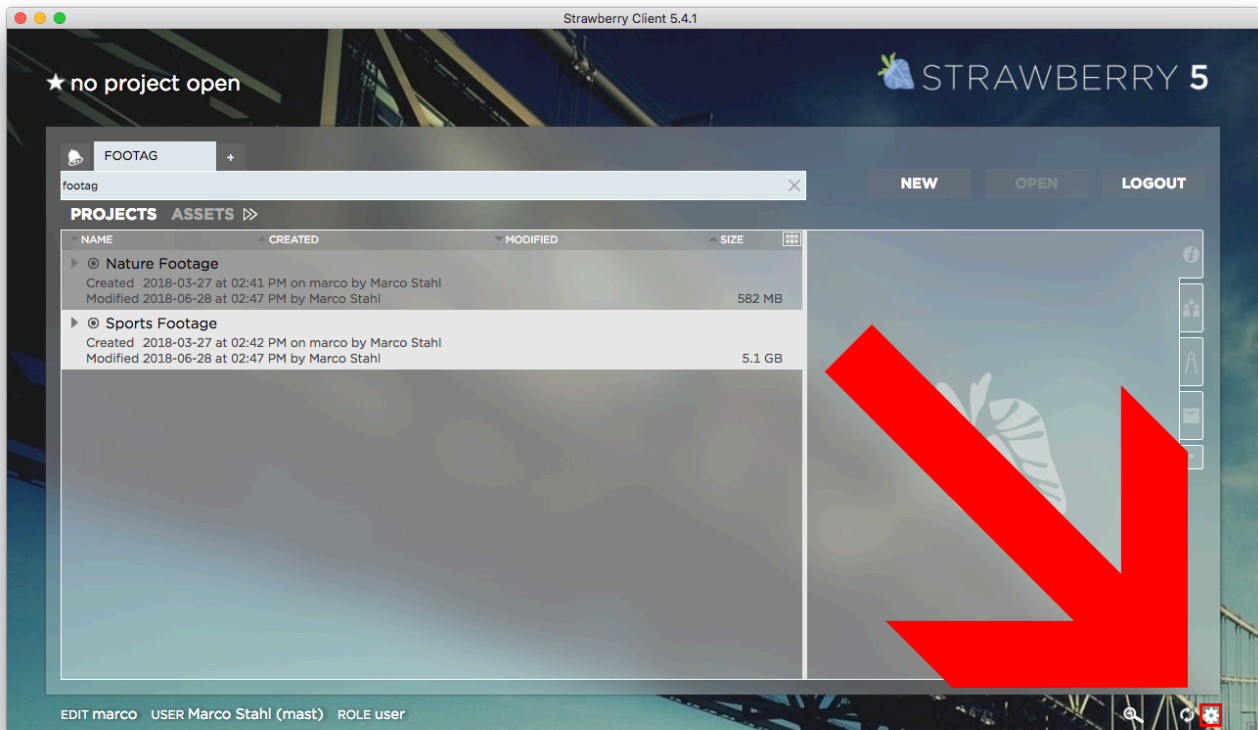


- [Project Notifications](#)
- [Gallery Notifications](#)
- [Asset Notifications](#)
- [Other Notifications](#)

*Last modified: Mar 24, 2021*

# 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.

*Last modified: Mar 24, 2021*

# 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

## 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: Mar 24, 2021*

# 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: Mar 24, 2021*

# 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: Mar 24, 2021*

# 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: Mar 24, 2021*

# 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: Mar 24, 2021*

# 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: Mar 24, 2021*

# 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: Mar 24, 2021*

# 3. Strawberry Admin Manual

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

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

*Last modified: Apr 09, 2022*

# 3.1. System Requirements

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

*Last modified: Mar 24, 2021*

# 3.1.1. Client Software Requirements

## Strawberry Client Application

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

- macOS 11 (11.4 or newer), 12 & 13
- Windows 8, 10 & 11

## 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 2020 or newer (macOS & Windows)
- Adobe After Effects CC 2020 or newer (macOS & Windows)

## 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 2020 or newer (macOS & Windows)
- Adobe After Effects CC 2020 or newer (macOS & Windows)

# 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 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: Feb 13, 2023*

# 3.1.2. Server Requirements

## Primary Strawberry Production Server

The primary Strawberry production server hosts 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)
• Optional: One or more supported NVIDIA GPUs for high-performance proxy encoding (see list below)
• 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
• RHEL 6 and Centos 6 are no longer supported as they have reached their End Of Lifetime (EOL).

## High Availability Server (Optional)

The High Availability (HA) server must have the same hardware and software properties as the primary Strawberry production server. To ensure optimal availability, the HA server can not be used as a proxy encoding node while running in passive mode. Please note that High Availability requires a separate license. When operating in an HA cluster, the strawberry server should have the following additional components:

• at least 300GB of unpartitioned space (same space needed on both HA nodes) for DRBD partition, better: dedicated unpartitioned SSD in each node
• min. 1Gbit direct crossover on dedicated network port between the two HA nodes for the heartbeat

and DRBD sync traffic

# Proxy Encoding Node (CPU or GPU)

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 simultaneously control and load balance multiple proxy encoding nodes. Strawberry supports GPU-based proxy encoding via Nvidia's NVENC technology, making proxy encoding 200% – 500% faster compared to CPU encoding.

- 24 GB RAM
- 16+ physical CPU cores / 2.4 GHz or faster (Intel or AMD)
- 2× 500GB SSD (mirrored)
- Recommended: One or more supported NVIDIA GPUs for high-performance proxy encoding (see list below)
- 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
- RHEL 6 and Centos 6 are no longer supported as they have reached their End Of Lifetime (EOL).

## Supported GPUs for Proxy Encoding

- NVIDIA Quadro RTX 5000/RTX 4000
- NVIDIA Quadro RTX 6000/RTX 8000
- NVIDIA RTX A4000
- NVIDIA RTX A4500
- NVIDIA RTX A5000
- NVIDIA RTX A5500
- NVIDIA RTX A6000
- NVIDIA Tesla T4
- NVIDIA A40
- NVIDIA A16 (This card provides the fastest encoder throughput)
- NVIDIA A10
- NVIDIA A2

Source: https://developer.nvidia.com/video-encode-and-decode-gpu-support-matrix-new

*Last modified: Oct 10, 2022*

# 3.1.3. Shared Storage Requirements

## Qualified Storage Vendors

- BlueWhale
- Bright Technologies

- Dell EMC (formerly Isilon)
- IBM
- LucidLink
- OpenDrives
- Pixit Media
- Quantum
- Qumulo
- Quobyte
- Rohde & Schwarz (formerly DVS)
- Scale Logic (formerly Rorke Data)

## Qualified Storage File Systems

- BlueWhale FS
- HyperFS
- EXT4
- GPFS
- LucidFS
- 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 systems 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: Oct 21, 2023*

# 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: Mar 24, 2021*

# 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: Nov 10, 2021*

# 3.3.1. Managing Access

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

- Managing Roles
- Managing Users
- Managing Teams
- Managing Edits

*Last modified: Nov 10, 2021*

# 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: Mar 24, 2021*

# 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 assign projects to quota teams**

Users with this capability can assign projects to quota teams. The disk size of the assigned projects will be added to the quota consumption of the respective 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 revoke share link access**

Users with this capability can revoke other users' share links.

**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

# 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: Mar 24, 2021*

# 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



*Last modified: Mar 24, 2021*

# 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 the `Manage Roles` bar.
4. Select the checkbox next to the role that you wish to edit.
5. Click on the `Edit Role` button.
6. Perform your changes.
7. Once you are done click on `Confirm` button to save your changes.

# 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 underline remove users from that role.

# 3.3.1.2. Managing Users

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

## Contents

- About Users
- 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. About Users

## Introduction

Strawberry distinguishes between 2 basic kinds of user accounts:

- PAM & Gallery Users
- Share Users

## About PAM & Gallery Users

PAM & Gallery users are considered standard user accounts. These accounts include things like a first name, last name, password and can be freely assigned to projects and/or Galleries. Standard users can have any role assigned to them, except for the `SHARE` role.

## About Share Users

Share Users are automatically created when an asset gets shared via email. Authentification for these user accounts is solely token-based, meaning that these users cannot have custom usernames and passwords. Share users cannot be assigned to projects and/or Galleries but are bound to individual assets only. By default, share user accounts get automatically deleted when they haven't been active for more than 60 days.

*Last modified: Sep 02, 2021*

# 3.3.1.2.2. Creating a User

1. Log into the Administration panel and click on the `ACCESS` tab
2. Click on the `MANAGE PAM AND GALLERY USERS` bar to expand it
3. Click on the `ADD USER` button below the user list

## First Name

The first name of the user.

## Last Name.

The last name of the user.

## Email

The email address of the user. This is needed if the user is supposed to receive workflow and system notifications via email.

## Login Name

The name that the user will use to sign into Strawberry.

## Password

The login password for the user. The user can change the password later in the user settings.

## Role

The role that the user should have within the system. [More information on user roles](More information on user roles).

**Skies Tier**

The Skies access tier that the user should have when connecting to Strawberry through the Skies cloud infrastructure. More information on Skies tiers.

4. Click on the `Add User` button to create the user.

*Last modified: Jun 30, 2023*

# 3.3.1.2.3. Editing a User

1. Log into the Administration panel and click on the `ACCESS` tab
2. Click on the `MANAGE PAM AND GALLERY USERS` bar to expand it
3. Select the checkbox next to the user that you want to edit
4. Now click on the `EDIT USER` button at the bottom of the user list
5. Make your changes and confirm

*Last modified: Sep 02, 2021*

# 3.3.1.2.4. Changing a Users Role

## Changing the Role of a PAM or Gallery User

1. Log into the Administration panel and click on the `ACCESS` tab
2. Click on the `MANAGE PAM AND GALLERY 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. Log into the Administration panel and click on the `ACCESS` tab
2. Click on the `MANAGE PAM AND GALLERY 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.

## Changing the Role of a Share User

1. Log into the Administration panel and click on the `ACCESS` tab
2. Click on the `MANAGE SHARE 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

*Last modified: Sep 02, 2021*

# 3.3.1.2.5. Giving Skies Access to a User

## Requirements & Info

- This feature required a valid Skies subscription
- Each new Skies user will deduct one Skies seat from its respective subscription tier

## Usage

1. Login to the Administration panel and click on the `ACCESS` tab
2. Click on the `MANAGE PAM AND GALLERY 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 select the desired Skies tier from the `SKIE`

`S TIER` dropdown menu. Changes are applied immediately



*Last modified: Oct 11, 2021*

# 3.3.1.2.6. 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

# 3.3.1.2.7. 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: Mar 24, 2021*

# 3.3.1.2.8. 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: Mar 24, 2021*

# 3.3.1.2.9. Deleting a User

## Deleting a PAM or Gallery User

1. Log into the Administration panel and click on the "Access" tab
2. Click on the `MANAGE PAM AND GALLERY 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

## Deleting a Share User

1. Log into the Administration panel and click on the "Access" tab
2. Click on the "MANAGE SHARE 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 11, 2021*

# 3.3.1.2.10. 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

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)

# Default Skies Tier 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 Skies Tier for new Gallery Users"
4. Select the desired Skies tier team from the drop-down menu (no further action is required)

*Last modified: Jun 10, 2021*

# 3.3.1.3. Managing Teams & Quotas

## Introduction to Teams

Strawberry has build-in team management features. Teams are an efficient way to grant or deny multiple users access to the same projects. When using `Team Quotas`, Administrators can track how much storage space is consumed by each team.

## Introduction to Team Quotas

For more information on Team Quotas, visit the About Team Quotas section of this manual.

## Configuration

- Creating a Team
- Editing a Team's Name & Quota
- Deleting a Team
- Additional Teams & Quotas Settings

## Usage

- Assigning Users to a Team
- Assigning Projects to a Team
- Assigning Projects to a Team's Quota

*Last modified: Sep 29, 2022*

# 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 & Quotas` 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).

*Last modified: Jul 13, 2022*

# 3.3.1.3.2. Editing a Team's Name & Quota

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 & Quotas` bar.
3. Check the box next to the team that you want to edit.
4. Make your changes and click on the `Confirm` button.

*Last modified: Sep 21, 2022*

# 3.3.1.3.3. Deleting a Team

1. Log into the Administration panel and click on the `Acess` tab.
2. Expand the `Manage Teams & Quotas` bar.

3. Check the box next to the team that you want to delete.
4. Click on the `Delete Team` button and then confirm the deletion.

> ❗ When deleting a team, users assigned to this team will lose access rights to the projects that have been assigned to this team. Additionally, projects assigned to the deleted team's quota will lose their quota team and need to be re-assigned to a new quota team.

# 3.3.1.3.4. Assigning Users to a Team

1. Log into the Administration panel and click on the `Acess` tab.
2. Expand the `Manage Teams & Quotas` bar.
3. Click on the team name to which you want to assign users.
4. In the list on the right-hand side, click on the `Users` tab and check the box next to the user that you want to add to the selected team.

# 3.3.1.3.5. Assigning Projects to a Team

1. Log into the Administration panel and click on the `Acess` tab.
2. Expand the `Manage Teams & Quotas` bar.
3. Click on the team to which you want to assign projects.
4. In the list on the right-hand side, click on the `Projects` tab and check either the `View` or `Write` box next to the projects that you wish to assign to the selected team.

# 3.3.1.3.6. Assigning Projects to a Team's Quota

## Requirements

- This feature has been available since Strawberry 6.4.16

## Usage

1. Log into the Administration panel and click on the `Acess` tab.
2. Expand the `Manage Teams & Quotas` bar.
3. Click on the team to which you want to assign projects.
4. Check the `Quota Team` box next to the projects that you wish to add to the quota of the selected team. Please keep in mind that a project can only be added to a team's quota if that project is already assigned to that team.

# 3.3.1.3.7. Additional Teams & Quotas Settings

## Contents

- [New projects must have a quota team](#)

# 3.3.1.3.7.1. New projects must have a quota team

## Requirements

- This feature has been available since Strawberry 6.4.16

## Introduction

Administrators can force users to select a quota team for each new project. For this feature to work, users who create projects must have at least the following role capabilities enabled in their user roles:

- Can see users and teams
- Can assign projects to own teams and their members
- Can assign projects to quota teams

> ❗ When the setting "New projects must have a quota team" is enabled, users with roles that are missing the above capabilities will be unable to create projects. Please edit their user roles accordingly. Also, when quota teams are mandatory, every new project must be assigned to a quota team.

## Usage

1. Log into the Administration panel and click on the `Acess` tab.
2. Expand the `Manage Teams & Quotas` bar.
3. Below the "Teams" list, check the box next to `New projects must have a quota team` to enable the feature.

*Last modified: Jun 01, 2023*

# 3.3.1.4. Managing Edits

## Introduction

Edits are computers that are running the Strawberry client application. The "Manage Edits" section of the admin panel enables Administrators to delete and unlock edits.

## Contents

- Deleting an Edit
- Unlocking an Edit

*Last modified: Sep 29, 2022*

# 3.3.1.4.1. Deleting an Edit

## Introduction

Deleting an edit will remove its Strawberry-managed edit directories from the shared storage and also remove it from the Strawberry database.

## Usage

1.  Log into the Administration panel and click on the `ACCESS` tab.
2.  Click on the `MANAGE EDITS` bar to expand it.
3.  Check the boxes next to the edit(s) you wish to delete.
4.  Click on the `DELETE EDIT` button below the edit list and confirm.

*Last modified: Nov 04, 2021*

# 3.3.1.4.2. Unlocking an Edit

## Introduction

Unlocking an edit will forcefully close projects that are currently opened by this edit. **Users should save any progress** in their editing/creative applications before the unlock operation gets initiated by the Admin.

## Usage

1.  Log into the Administration panel and click on the `ACCESS` tab.
2.  Click on the `MANAGE EDITS` bar to expand it.
3.  Check the box next to the edit you wish to unlock.
4.  Click on the `UNLOCK EDIT` button below the edit list and confirm.

*Last modified: Nov 10, 2021*

# 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

*   Managing Online Projects
*   Managing Archived Projects
*   Managing Libraries
*   Project Status Options
*   Custom Project Metadata
*   Managing Project Templates

*Last modified: Jul 20, 2022*

# 3.3.2.1. Managing Online Projects

- [Force-Closing a Project](#)
- [Freezing and Melting a Project](#)
- [Archiving a Project](#)
- [Deleting a Project](#)
- [Performing rescans and re-encodes on Online Projects](#)
- [Downloading the Project List as an Excel Sheet](#)
- [Renaming a Project](#)

*Last modified: Mar 24, 2021*

# 3.3.2.1.1. Assigning a Project to a Quota Team

## Requirements

- This feature is available since Strawberry 6.4.16

## Usage

1. Log into the Administration panel and click on the `Projects` tab.
2. Click on the `Manage Online Projects` bar to expand it.
3. Click on the project that you want to assign to a quota team. You don't need to checkbox it.

> ✱ You can list all teams that don't have a quote using the dropdown menu above the project list.



4. In the list on the right-hand side, click on the `Teams` tab.

5. Check the `Quota Team` checkbox next to the team that should become the quota team. Please keep in mind that the project can only be counted towards a team's quota if the team has at least read access to it.
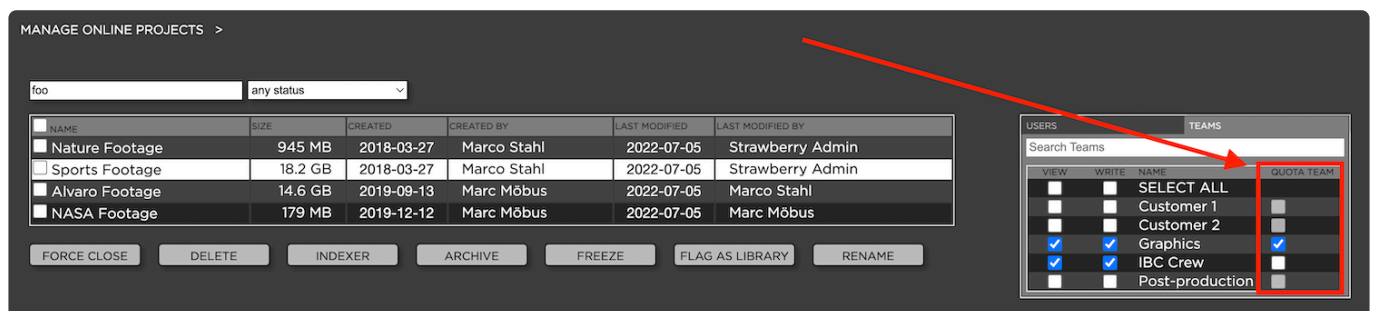


*Last modified: Nov 07, 2022*

# 3.3.2.1.2. Force-Closing a Project

## Important!

For this feature to work `Shared Edits Mode (SEM)`, the `Force-Close` function has been replaced with the [Unlock Edit](#) function.

*Last modified: Nov 04, 2021*

# 3.3.2.1.3. 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: Mar 24, 2021*

# 3.3.2.1.4. 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.

## Usage

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

## What happens after a project has been archived?

1. All project snapshots and trash folders will be removed from the storage.
2. A new trash folder will be created for the project. (e.g. trash/project_trash_test/2022.01.12_13.56.55). Files in the trash folder will be permanently purged after a customizable time period.
3. Then all files from the project files will be removed from projects/projects, media_1/media, etc.

*Last modified: Jan 13, 2022*

# 3.3.2.1.5. Deleting a Project

## About

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.

## Usage

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)

## What happens when a project is being deleted?

1. First, the project will be hard-linked to a Strawberry-managed trash folder. Within that trash folder, a subfolder is created with the time of the deletion, e.g. trash/project_trash_test/2022.01.12_13.56.55. Files in the trash folder will be permanently purged after a customizable time period.
2. Then all files from the project files will be removed from projects/projects, media_1/media, etc.
3. Lastly, All Strawberry-managed Snapshots of the project will be removed.

*Last modified: Jan 13, 2022*

# 3.3.2.1.6. Performing Indexer Tasks on Online Projects

This section explains the indexer-related operations that 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.

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 only re-encodes 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.

- **Create Fingerprints**
  Creates Fingerprints (SHA-512 hashes) for each file within the selected project(s). Related Article:

About Fingerprinting

5. Make your choice and click on "Confirm"

*Last modified: Aug 30, 2023*

# 3.3.2.1.7. 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: Mar 24, 2021*

# 3.3.2.1.8. Renaming a Project

> ✳ Renaming a project is only possible if the project is not mounted on an edit. Please be aware that renaming a project will also change its folder/mount point name. After the project has been renamed, some applications may require relinking of media files.

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 located below the project list and follow the instructions.

*Last modified: Jun 14, 2023*

# 3.3.2.2. Managing Archived Projects

• Retrieving a Project from the Archive

*Last modified: Mar 24, 2021*

# 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: Mar 24, 2021*

# 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: Mar 24, 2021*

# 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: Mar 24, 2021*

# 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

*Last modified: Mar 24, 2021*
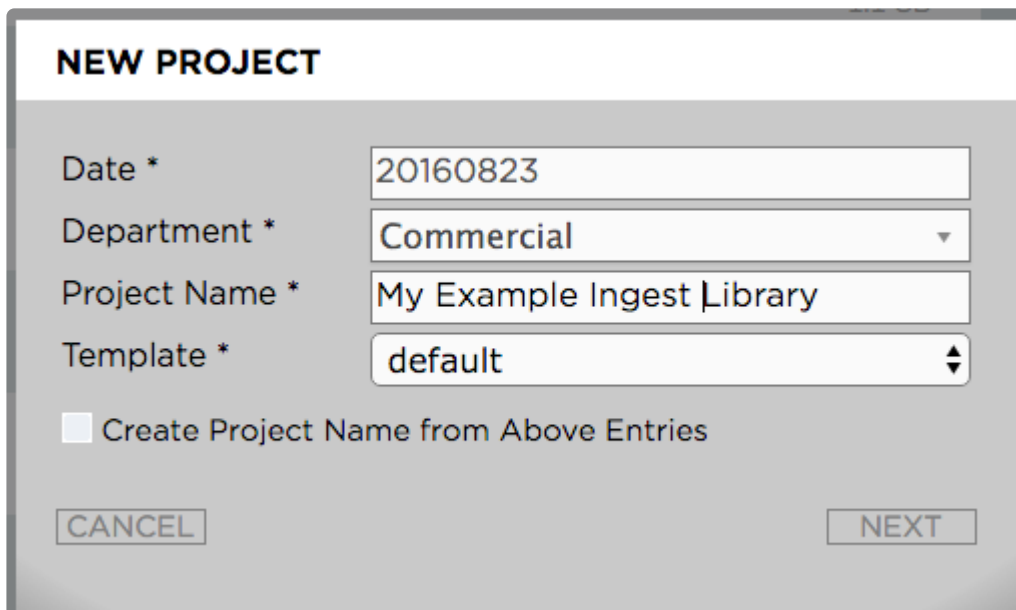
# 3.3.2.3.2.1. Creating an Ingest Library

## 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: Mar 24, 2021*

# 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

The name of the ingest library. This name cannot be changed after the library has been created.

## Watchfolder Type

The type of watch folder that the library should use. Available options are "Ingest" or "External". Select "Ingest".

## 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 setting is only relevant if Strawberry is configured to operate over multiple shared storage systems.

## Encoding Priority

The encoding priority for proxy files in this Library. The ratio between normal and high priority is 1:4, meaning that assets in libraries with a high encoding priority are 4 times more likely to be processed by the encoder than assets with a normal priority and 16 times more likely to be processed by the encoder than assets with low priority.

## Name Conflict

Decide what should happen if a file in the ingest watchfolder has the same name as a file within the same folder in the target library. "Ignore" will keep the file in the ingest watchfolder without moving it. "Suffix" will move the file with a numeric suffix ("filename_1.ext").

## MXF Handling

When "Wait for all essence files" is selected, then Strawberry will wait for all Op-Atom MXF essences to be present in the watchfolder before moving them to the target library

## Mediator Structure

This setting is only relevant if you are using a custom implementation of Evertz Mediator. Otherwise, please ignore this setting.

## Transmission Check

The type of transmission check performed before and after the media has been moved from the ingest watch folder to the target library.

## Subfolder Structure

**This feature is used for custom integrations!** All files ingested to the library will be moved into a folder structure matching the value of the metadata of the assets. One metadata property/value will be used per subfolder.

### In-Folder Conflict

**This feature is used for custom integrations with Evertz Mediator!** Decide what should happen if an asset in the final library destination (Mediator Package) already exists. "Ignore" will leave the files in the library root. "Smart Merge" will attempt to merge the existing asset with new or changed files. "Overwrite" will replace existing files with new ones.

### Watchfolder Cleanup

If enabled, empty folders will be deleted from the ingest watchfolder after ingest.

*Last modified: Jun 19, 2023*

# 3.3.2.3.2.3. Configuring the Library Ingest Interval
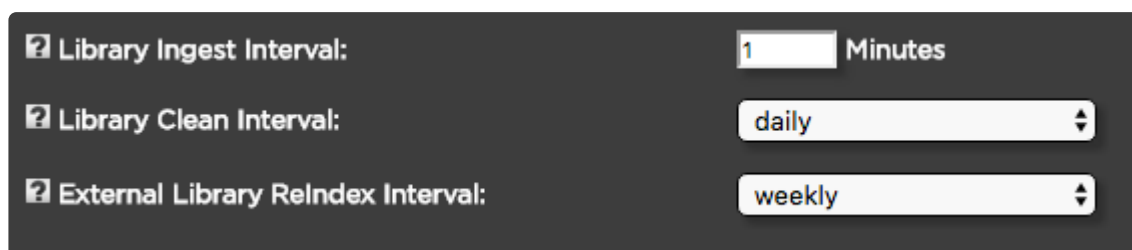
## Requirements

• 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.

| | | |
|---|---|---|
| ⊡ Library Ingest Interval: | 1 | Minutes |
| ⊡ Library Clean Interval: | daily | ▲▼ |
| ⊡ External Library ReIndex Interval: | weekly | ▲▼ |

*Last modified: Mar 24, 2021*
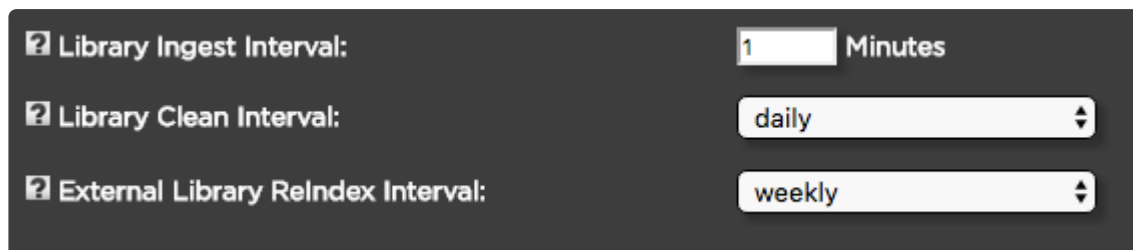
# 3.3.2.3.2.4. Configuring the Library Clean Interval

## 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 setting the recurrency to "weekly" instead of "daily".

| ⑦ Library Ingest Interval: | 1 Minutes |
| --- | --- |
| ⑦ Library Clean Interval: | daily |
| ⑦ External Library ReIndex Interval: | weekly |

*Last modified: Apr 27, 2022*

# 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, unless Watchfolder Cleanup is enabled in the library configuration.
- Libraries can be archived equally to "normal" projects

*Last modified: Apr 27, 2022*
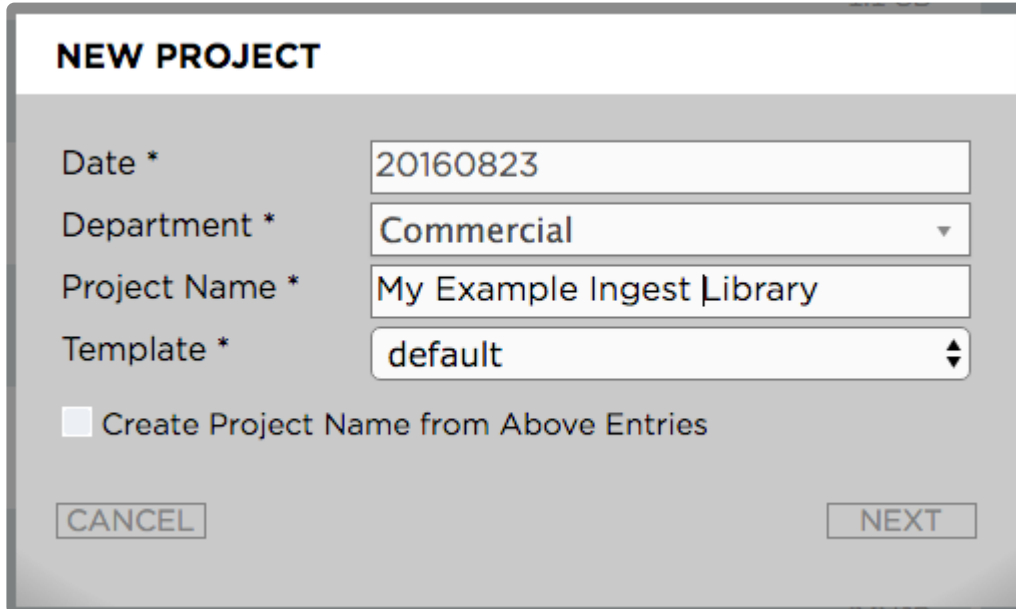
# 3.3.2.3.3. External Watchfolders and Libraries

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
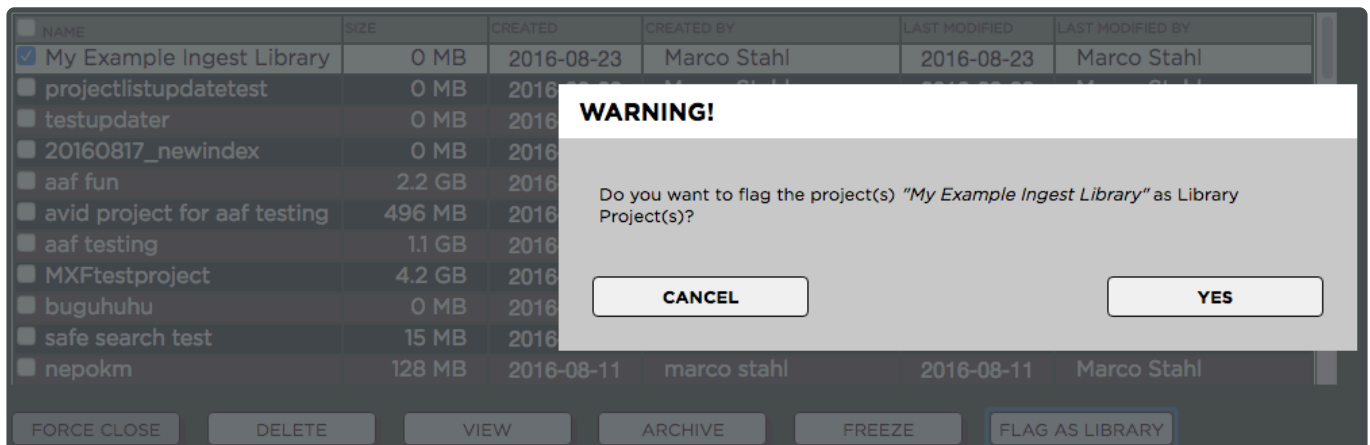
# 3.3.2.3.3.1. Creating an External Library

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.

# 3.3.2.3.3.2. Configuring an External 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 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".
2. Click on the "Edit" button below the library project list. The following options appear:



## Name

The name of the external library. This name cannot be changed after the library has been created.

## Watchfolder Type

The type of watch folder that the library should use. Available options are "Ingest" or "External". Select "External".

## External Path

The path to the external watch folder as seen by the Strawberry server.

## Target Storage

The Strawberry managed storage to which the external Watchfolder should be bind mounted. This is only relevant for multi-storage environments.

## Encoding Priority

The encoding priority for proxy files in this Library. The ratio between normal and high priority is 1:4, meaning that assets in libraries with a high encoding priority are 4 times more likely to be processed by the encoder than assets with a normal priority and 16 times more likely to be processed by the encoder than assets with low priority.

*Last modified: Nov 04, 2022*

# 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. 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](#)

# 3.3.2.4.1. 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

# 3.3.2.4.2. 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

# 3.3.2.4.3. 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

# 3.3.2.5. 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 Project Metadata Sets
- Managing Dropdown Menus
- Managing Text Input Fields
- Managing Replacement Patterns
- Managing Number Generators
- Additional Project Metadata Settings

# 3.3.2.5.1. Managing Project Metadata Sets

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

# 3.3.2.5.1.1. 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.

# 3.3.2.5.1.2. 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.
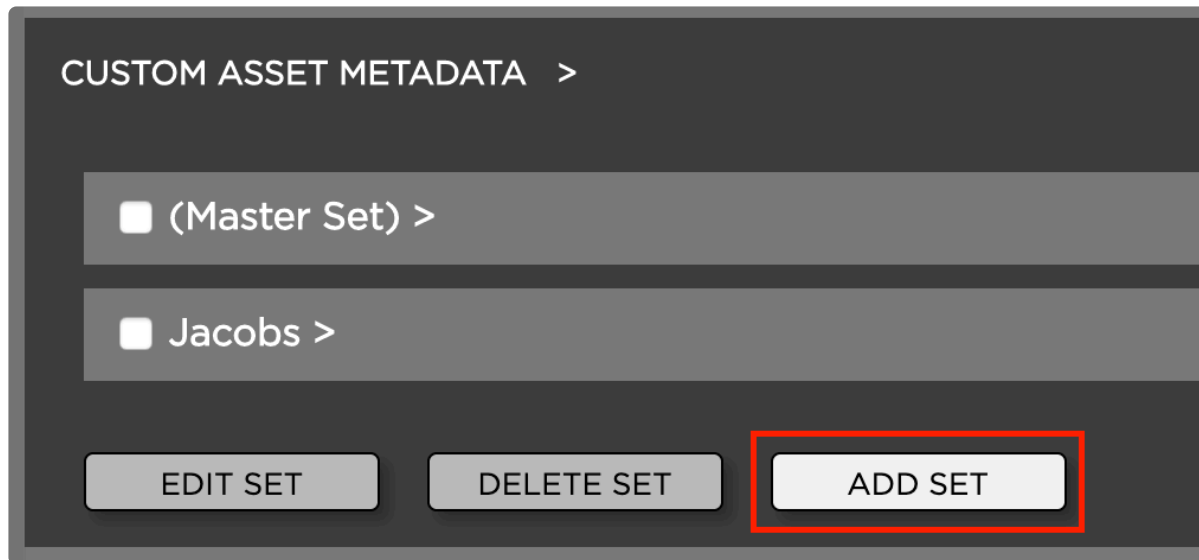
5. Name your new set and click the `Add Set` button to create it.

Once the set has been created, you can populate it with…

- Dropdown menus
- Text input fields
- Replacement patterns
- Number generators

*Last modified: Jul 20, 2022*

# 3.3.2.5.1.3. Connecting Metadata Sets

> ✳  To perform the below steps, you need to create at least two Metadata Sets.

Metadata sets can be connected via dropdown menus, meaning that if a user chooses a specific dropdown selection (entry), a pre-defined 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 containing the drop-down menu 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

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 Eagles    Targe    ✓ None    −
                                second set

Item two    Target None    −

Item    Target None    +

CANCEL    CONFIRM

*Last modified: Jul 20, 2022*

# 3.3.2.5.1.4. 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 you want to rename.
5. Click on the `Edit Set` button.
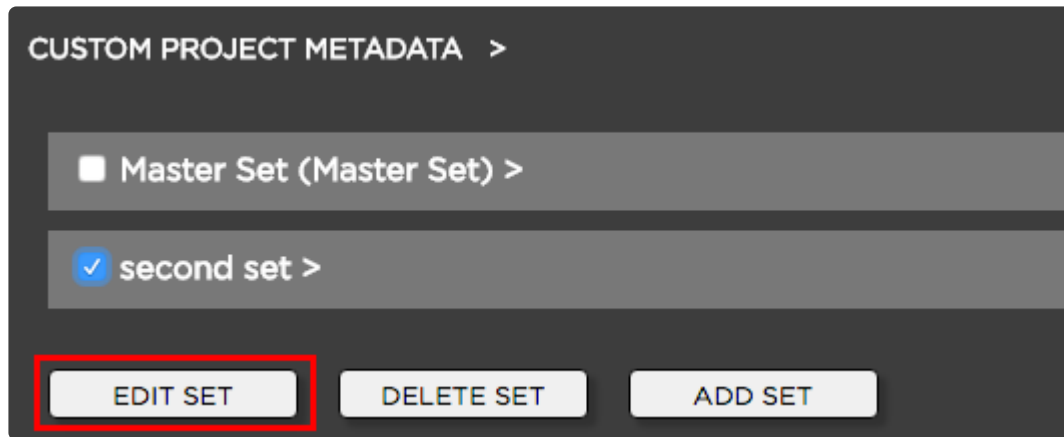
6. Enter the new set name and click on `Edit Set` to confirm.

## Changing the Content of a Metadata set

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

*Last modified: Jul 20, 2022*

# 3.3.2.5.1.5. Deleting a Metadata Set

> **!** Deleting a "Metadata Set" will also delete all metadata values from all projects currently using these values.

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.

*Last modified: Jul 20, 2022*

# 3.3.2.5.2. Managing Dropdown Menus

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

*Last modified: Mar 24, 2021*

# 3.3.2.5.2.1. Creating a Dropdown Menu

## Usage

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 that is located below the metadata set.
5. From here, you can add any of the following items…

### Name

The name of the dropdown menu as the user will see it (for example "Client" or "Show")

### Type

dropdown menu

### 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.

### Values

Now you can type the dropdown 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: Jan 19, 2023*

# 3.3.2.5.2.2. 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**



*Last modified: Mar 24, 2021*

# 3.3.2.5.2.3. 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 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 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: Mar 24, 2021*

# 3.3.2.5.2.4. 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 |

# 3.3.2.5.3. Managing Text Input Fields

- Creating a Text Input Field
- Modifying a Text Input Field
- Deleting a Text Input Field
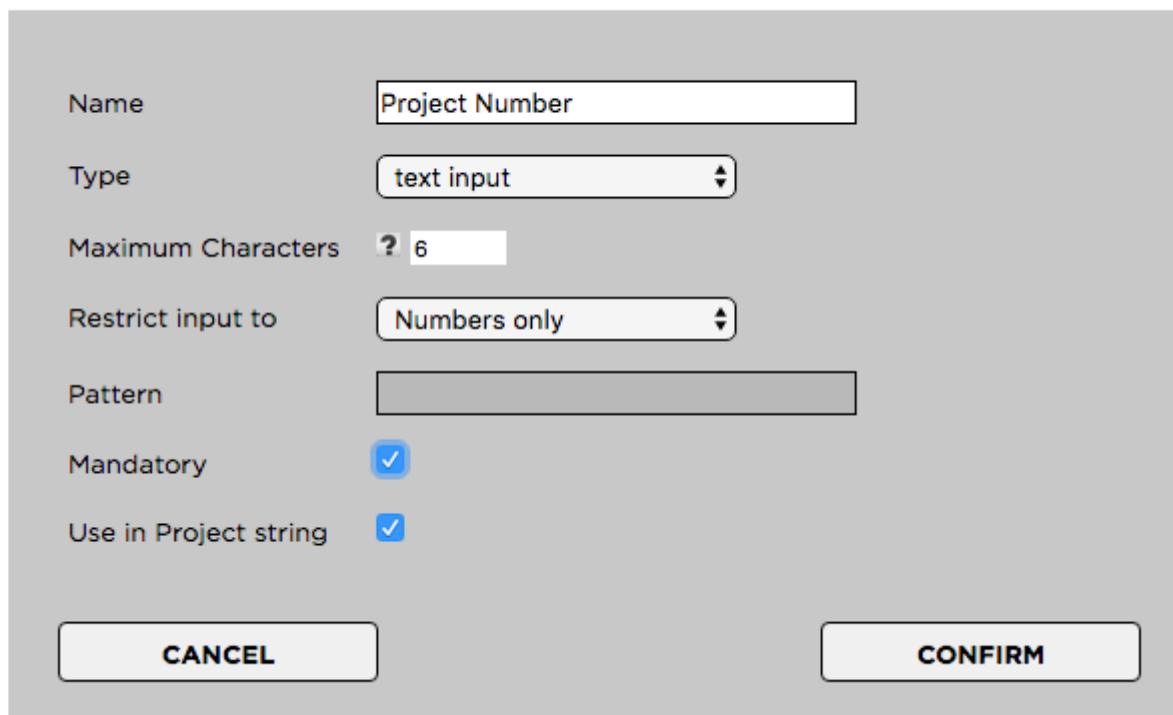
*Last modified: Mar 24, 2021*

# 3.3.2.5.3.1. 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

# 3.3.2.5.3.2. 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"

**EDIT ITEM**

| | |
|---|---|
| Name | My Text |
| Type | ✓ text input<br>dropdown menu<br>replacement pattern |
| Maximum Characters | |
| Restrict input to | No restriction |
| Pattern | |
| Mandatory | ☐ |
| Use in Project string | ☐ |

CANCEL          CONFIRM

*Last modified: Mar 24, 2021*

# 3.3.2.5.3.3. 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

*Last modified: Mar 24, 2021*

# 3.3.2.5.4. Managing Replacement Patterns

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

*Last modified: Mar 24, 2021*

# 3.3.2.5.4.1. 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: Mar 24, 2021*

# 3.3.2.5.4.2. Modifying a Replacement Pattern

Coming Soon

*Last modified: Mar 24, 2021*

# 3.3.2.5.4.3. Deleting a Replacement Pattern

Coming Soon

*Last modified: Mar 24, 2021*

# 3.3.2.5.5. Managing Number Generators

## Requirements

- This feature is available since Strawberry 6.4.16.

## About

Strawberry has the ability to generate sequential or random numbers that can be attached to projects as metadata. Strawbery-generated numbers must be between 4 and 12 characters long and can have a custom prefix or suffix attached to them. Numbers generated by the generator will not repeat.

## Contents

- [Creating a Number Generator](#)
- [Modifying a Number Generator](#)
- [Deleting a Number Generator](#)

*Last modified: Jul 20, 2022*

# 3.3.2.5.5.1. Creating a Number Generator

## Requirements

- This feature is available since Strawberry 6.4.16.

## Usage

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 number generator
4. Once the set is expanded, click on the `Add Item` button located below the set

- Name: The name of the number generator field as the user will see it (for example "Campaign ID")
- Type: Number Generator
- Generator: The pattern which is used to generate the numbers. See examples below.
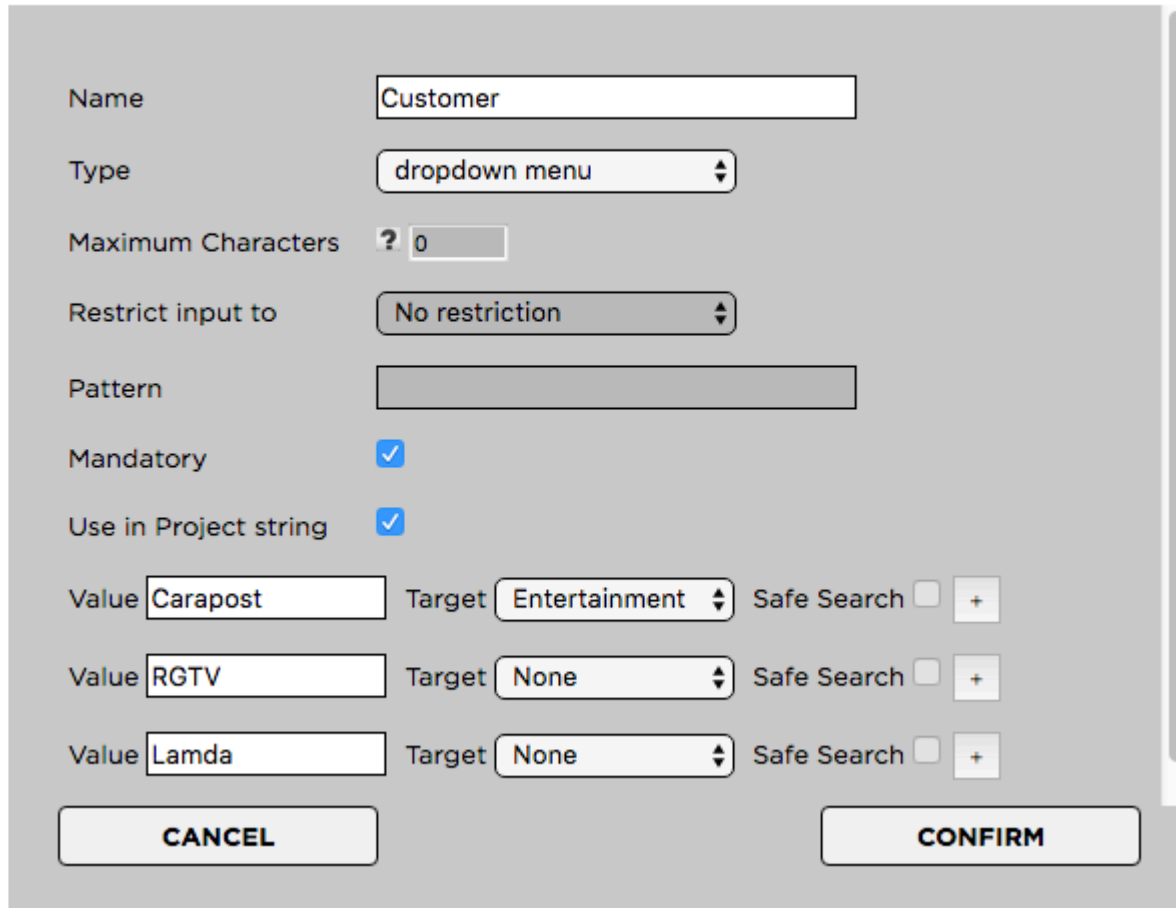- Use in Project String: Defines if the output from this number generator will appear in the project name if the user enables the checkbox "Create Project Name from Metadata" upon project creation.

## Examples

`#SEQ6` generates a 6-digit sequential number. `#RAN6` generates a 6-digit random number. You may prefix or suffix the number with any custom string and delimiter. The generated number must have at least 4 digits and not more than 12 digits.

**Example 1: An 8-digit random number.**

```
#RAN8
```

**Example 2: An 8 -digit random number with a custom "ABC" prefix and an underscore between the prefix and the number**.

```
ABC_#RAN8
```

**Example 3: An 8 -digit random number with a custom "ABC" prefix, an "XYZ" suffix and underscores between the prefix/suffix and the number**.

```
ABC_#RAN8_XYZ
```

**Example 4: A 5-digit sequential number with a custom "ABC" prefix and a hyphen between the prefix and the number.**

```
ABC-SEQ5
```

*Last modified: Jul 20, 2022*

# 3.3.2.5.5.2. Modifying a Number Generator

## Requirements

• This feature is available since Strawberry 6.4.16.

## Usage

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 includes the number generator that you wish to modify.
4. Once the set is expanded, check the box next to the generator and then click on the `Edit Item` button.
5. Change your number generator based on the rules described in the Creating a Number Generator section and then click on the `Confirm` button.

> ✱ Please not that changing an existing number generator will not have any effect on numbers already generated using that generator.

*Last modified: Jul 20, 2022*

# 3.3.2.5.5.3. Deleting a Number Generator

## Requirements

• This feature is available since Strawberry 6.4.16.

## Usage

> ❗ Deleting a Number generator will also delete all numbers that have already been generated by this generator. This means that these numbers will vanish from all projects that have been using this generator until it got deleted. If you wish to keep existing numbers, please consider <u>modifying the existing generator</u> instead.

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 includes the number generator that you wish to delete.
4. Once the set is expanded, check the box next to the generator and then click on the `Delete Item` button.
5. Confirm the deletion by clicking on the `Confirm` button.

*Last modified: Jul 20, 2022*

# 3.3.2.5.6. Additional Project Metadata Settings

## Contents

• <u>Exclusively "Create Project Name from Metadata"</u>
• <u>Replace spaces in custom metadata values with underscores</u>
• <u>Project Metadata Separator for Project String</u>

*Last modified: Jul 20, 2022*

# 3.3.2.5.6.1. Exclusively "Create Project Name from Metadata"

## About

When this setting is enabled, Strawberry will generate project names solely from project metadata, and users will no longer be presented with the standard `Project Name` field when creating new projects.

## Requirements

- This feature has been introduced with Strawberry 6.4.16.
- For this feature to work, at least one project metadata must have enabled the `Use in Project str ing` checkbox.

## Usage

1. Login to the Strawberry admin panel.
2. Click on the `Projects` tab.
3. Click on the `Custom Project Metadata` bar to expand it.
4. Below the list of `Metadata Sets`, click on the checkbox next to `Exclusively "Create Project Name from Metadata"`.

*Last modified: Jul 20, 2022*

# 3.3.2.5.6.2. Replace spaces in custom metadata values with underscores

## About

When this feature is enabled, spaces in custom project metadata values will be replaced with underscores when the project metadata is used in the project name string.

## Example

Assuming you have created a dropdown menu named `Clients` and in that dropdown menu, you have the value `Coca Cola`. If the setting is enabled, the space character in `Coca Cola` will be replaced with an underscore (`Coca_Cola`) in the custom metadata generated project name. If the setting is disabled, then the space will rename in the project name.

## Usage

1. Login to the Strawberry admin panel.
2. Click on the `Projects` tab.
3. Click on the `Custom Project Metadata` bar to expand it.
4. Below the list of `Metadata Sets`, click on the checkbox next to `Replace spaces in custom met adata values with underscores`.

*Last modified: Jul 20, 2022*

# 3.3.2.5.6.3. Project Metadata Separator for Project String

## About

Define how metadata values in the project name string should be separated from one another.

## Example

Assuming you have a dropdown menu called `Clients` and another one called `Purpose`. Your client is `Coca Cola`, and the purpose is `Commercial`. You want to have both values, `Coca Cola`, and `Commercial` in the project name. When choosing an underscore character as the separator, the metadata-generated project name will be `Coca Cola_Commercial`. If you chose a hyphen as the separator, the metadata-generated project name will be `Coca Cola-Commercial`.

## Usage

1. Login to the Strawberry admin panel.
2. Click on the `Projects` tab.
3. Click on the `Custom Project Metadata` bar to expand it.
4. Below the list is a setting named `Project Metadata separator for Project String`. Enter the character you want to use as a separator into the text field and press `Save`.

*Last modified: Jul 20, 2022*

# 3.3.2.5.6.4. Hiding Metadata Items During Project Creation

## Prerequisites

- This feature is available since Strawberry 6.4.19.

## About

Strawberry allows Administrators to hide specific metadata items from users when they create projects manually. Although these items are hidden during project creation, they can still be accessed and modified once a project has been created.

Metadata items can only be hidden if the following conditions are met:

- The metadata item must be a text input field or a dropdown menu. It is not possible to hide number generators or replacement patterns.
- The metadata item is not `Mandatory`.

- The metadata item is not flagged as `Use in Project String`.

## Usage

> ✳ When performing the below steps while users are signed into Strawberry, the following steps will not take effect until reloading the user interface or signing out and back in again.

1. Sign into the Strawberry admin panel.
2. Click on the `Projects` tab.
3. Click on the `Custom Project Metadata` bar to expand it.
4. Expand the custom metadata set that includes the item you wish to hide.
5. Next to the item is a checkbox named `Hide During Creation`. Check the box to hide the metadata field.



*Last modified: Jan 19, 2023*

# 3.3.2.6. Managing Project Templates

## Introduction

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

## Contents

-
-
-
-
-

*Last modified: Sep 29, 2022*
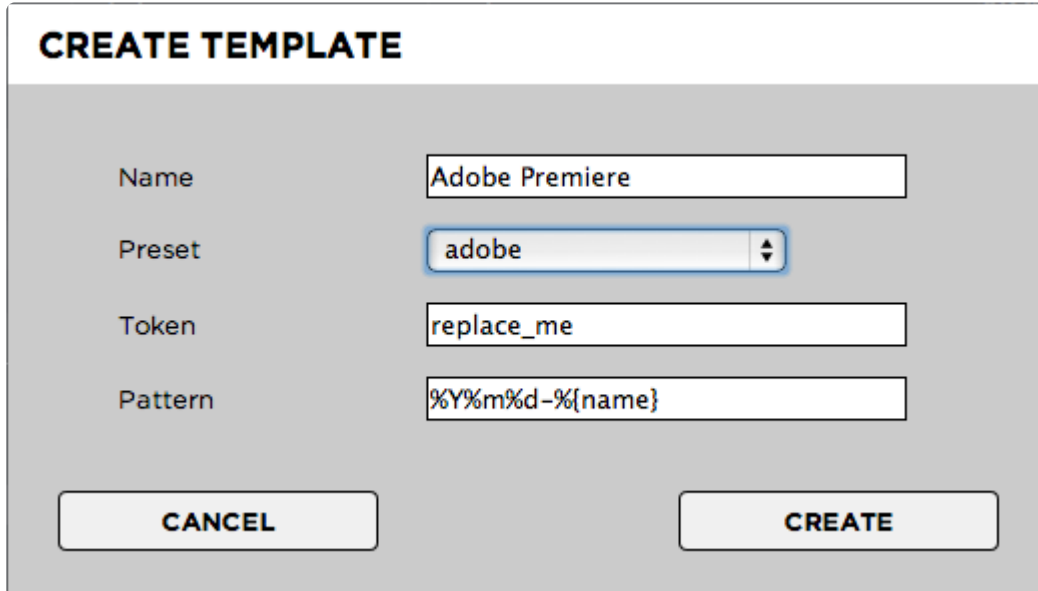
# 3.3.2.6.1. Creating a Template for non-Avid

# applications

1. log in 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

**CREATE TEMPLATE**

| | |
|---|---|
| Name | Adobe Premiere |
| Preset | adobe ▲▼ |
| Token | replace_me |
| Pattern | %Y%m%d-%{name} |

| CANCEL | CREATE |
|---|---|

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, 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:
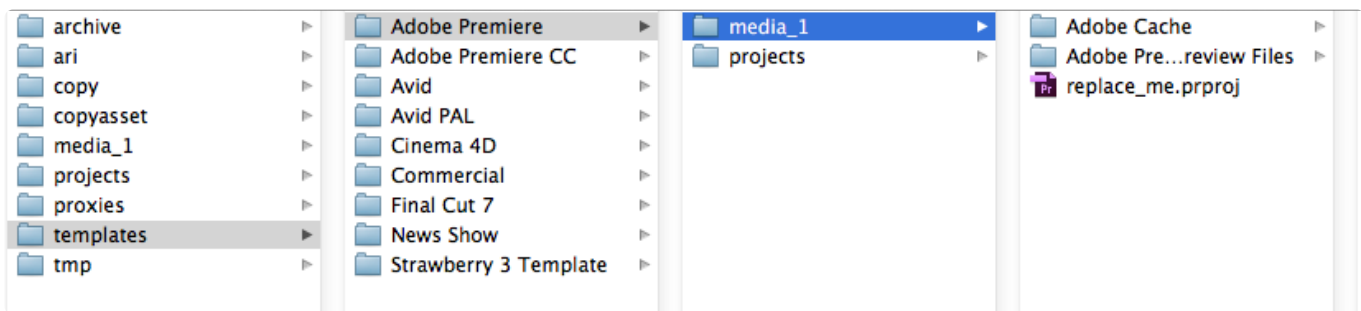


> ✳ If you are creating a Template for Avid Media Composer in a mixed Windows and macOS environment, please send an email to support@projective.io for further assistance.

*Last modified: Mar 24, 2021*

# 3.3.2.6.2. 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

**CREATE TEMPLATE**

| | |
|---|---|
| Name | Adobe Premiere |
| Preset | adobe |
| Token | replace_me |
| Pattern | %Y%m%d-%{name} |

CANCEL          CREATE

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"

| New Project | | |
|---|---|---|
| **Project Name:** replace_me | **Format:** 1080p/25 | **Aspect Ratio:** 16:9 |
| | **Color Space:** YCbCr 709 | **Raster Dimension:** 1920x1080 |
| | **Stereoscopic:** Off | |

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.
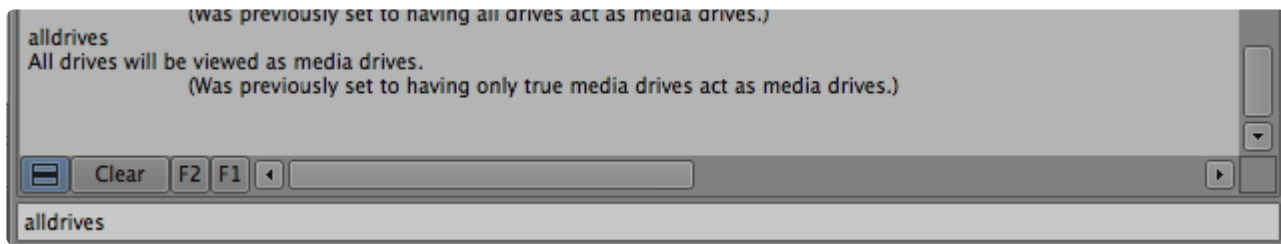


11. Close the project in Avid Media Composer

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.
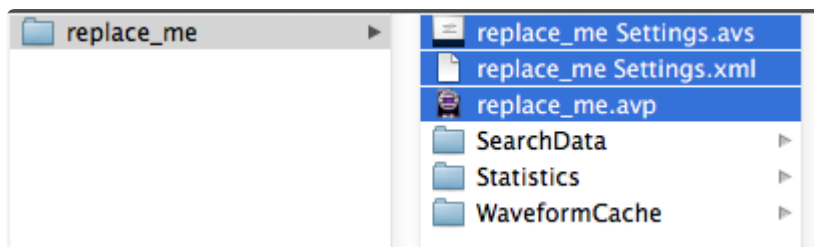


14. Go to the Strawberry template location on your shared storage. By default, templates are located inside "strawberry-root/templates/"

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: Mar 24, 2021*

# 3.3.2.6.3. 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: Mar 24, 2021*

# 3.3.2.6.4. 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

# 3.3.2.6.5. 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: Mar 24, 2021*

# 3.3.3.2. Managing Gallery Presets
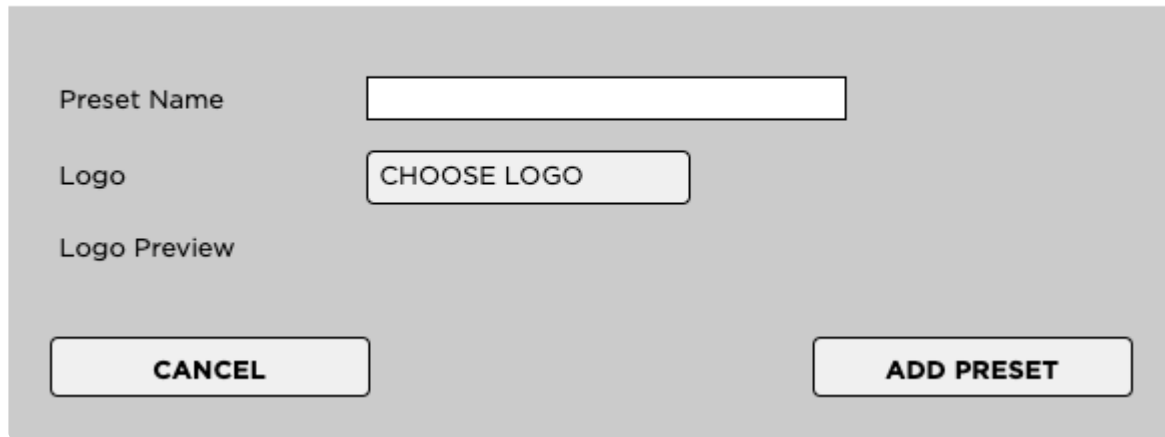
## Requirements

• 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

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

*Last modified: Mar 24, 2021*

# 3.3.4. Managing Assets

## Introduction

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

## Contents

- [Managing Custom Asset Metadata](#)
- [Managing Asset Indexers](#)
- [Managing Allow & Deny Lists](#)
- [Proxy File Configuration](#)
- [Deduplication Options](#)
- [Node & Worker Control](#)
- [Global Encoding Priorities](#)

*Last modified: Nov 08, 2023*

# 3.3.4.1. Managing Custom Asset Metadata

## Introduction

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 and more.

# Contents

*Last modified: Nov 08, 2023*

# 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.

*Last modified: Mar 24, 2021*

# 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: Mar 24, 2021*

# 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
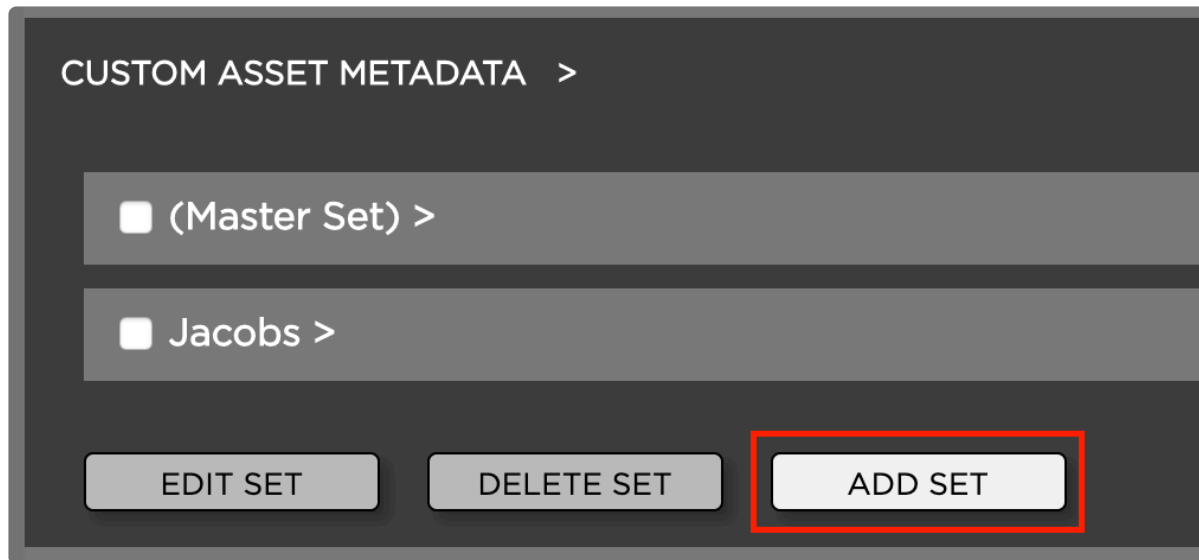
5. Name your new set and click on the "Add Set" button to create it

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

- [Drop-down menus](#)
- [Text input fields](#)
- [Replacement patterns](#)

*Last modified: Mar 24, 2021*

# 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

*Last modified: Mar 24, 2021*

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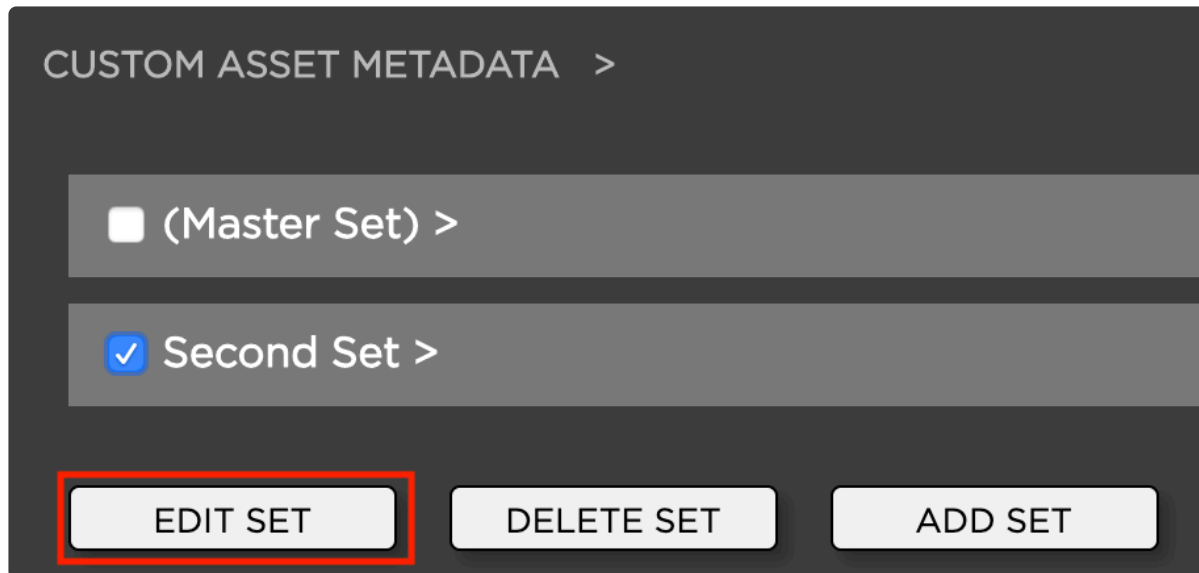
6. Enter the new set name and click on "Edit Set" to confirm

## Changing the Content of a Metadata set

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

*Last modified: Mar 24, 2021*

# 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: Mar 24, 2021*

# 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](#)

# 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

# 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"



## 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"



## 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**



*Last modified: Mar 24, 2021*

# 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 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
5. Click on the checkbox next to the drop-down menu and then on the "Delete Item" button

*Last modified: Mar 24, 2021*

# 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: Mar 24, 2021*

# 3.3.4.1.3. Managing Asset Text Input Fields

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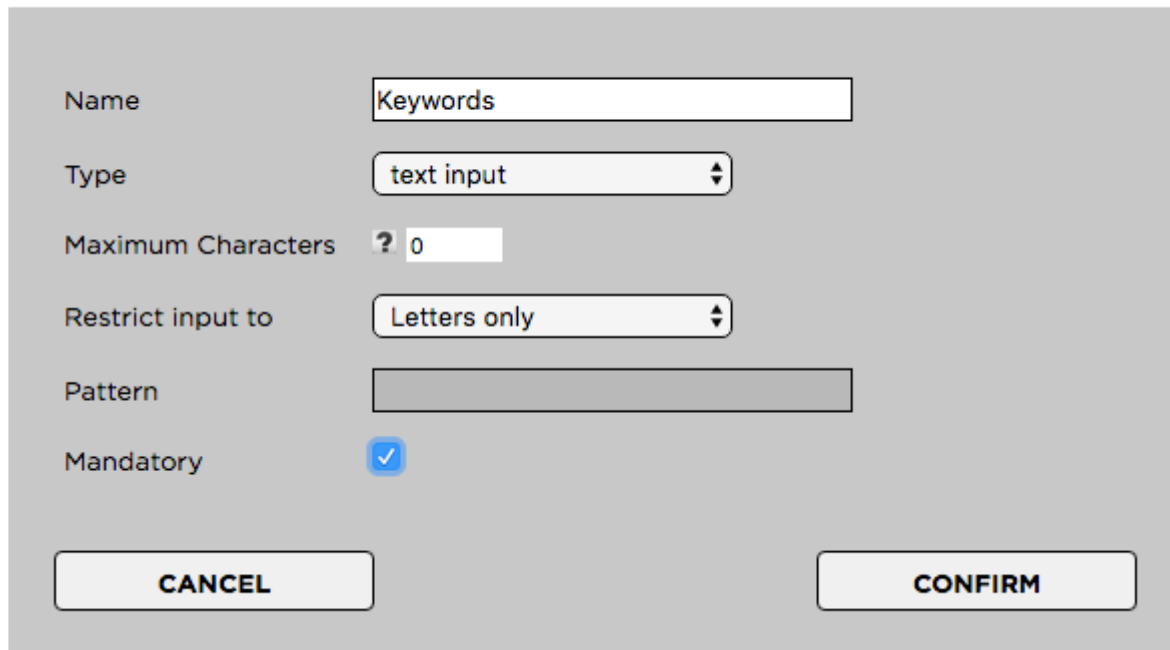
- [Deleting an Asset Text Input Field](#)

# 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)

**ADD ITEM**

| | |
|---|---|
| Name | Keywords |
| Type | text input |
| Maximum Characters | ? 0 |
| Restrict input to | Letters only |
| Pattern | |
| Mandatory | ☑ |

CANCEL          CONFIRM

Press "Confirm" when finished
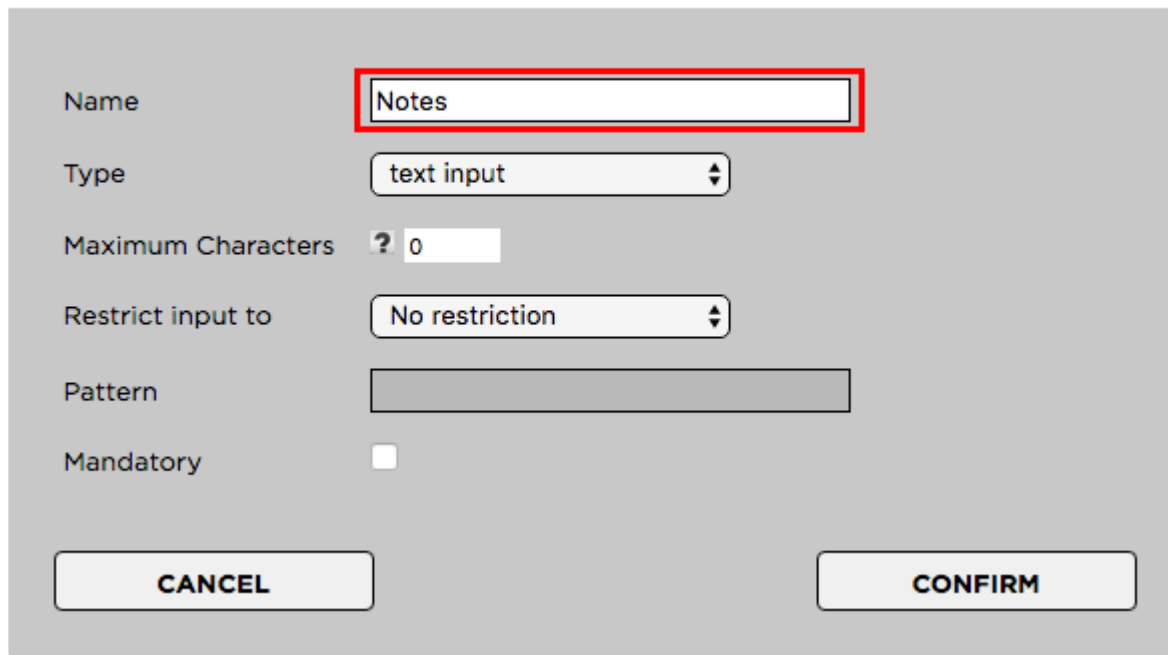
# 3.3.4.1.3.2. Modifying an Asset Text Input Field

## 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** |
| Maximum Characters | replacement pattern |
| Restrict input to | No restriction |
| Pattern | |
| Mandatory | ☐ |

| CANCEL | CONFIRM |
|---|---|

*Last modified: Mar 24, 2021*

# 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: Mar 24, 2021*

# 3.3.4.1.4. Managing Asset Metadata Mapping

## Introduction

Metadata mapping is the process of mapping XML and XMP metadata to custom asset metadata. For instance… When ingesting an asset with an XML sidecar file, the metadata mapper can extract selected information from the XML and display it in the `Cutom Metadata` section of the chosen asset.

This is useful in the following cases:

- You only want the Strawberry UI to show relevant XML and XMP metadata to users.
- You want control over the exact order in which XML and XMP metadata are displayed within the Strawbery UI.

# Setting up Metadata Mapping

1. Log into the Administration panel and click the `Assets` tab.
2. Expand the `Custom Asset Metadata` bar.
3. Click on the Metadata Set you want to populate with a metadata mapper.
4. Once the set is expanded, click the `Add Item` button below the set.
5. Choose a name for the custom metadata field and then select the type `Metadata Mapping`.



6. In the `Metadata Property` field, search for the XML or XMP metadata you want to map to this custom metadata field.

**ADD ITEM**

| Name | Series Title |
|---|---|
| Type | Metadata Mapping ⌄ |
| Mandatory | ☐ |
| Metadata Property | Select a property ▲ |

seriesti 🔍

prosieben_seriesTitle

CANCEL

7. Click the `Confirm` button to create the new mapper.

*Last modified: Dec 24, 2023*

# 3.3.4.1.5. Managing Asset Replacement Patterns

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

*Last modified: Mar 24, 2021*

# 3.3.4.1.5.1. 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.

# 3.3.4.1.5.2. Modifying an Asset Replacement Pattern

Coming Soon

# 3.3.4.1.5.3. Deleting an Asset Replacement Pattern

Coming Soon

# 3.3.4.1.6. 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
- Modifying an Asset Expiration Field
- Deleting an Asset Expiration Field

# 3.3.4.1.6.1. 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:
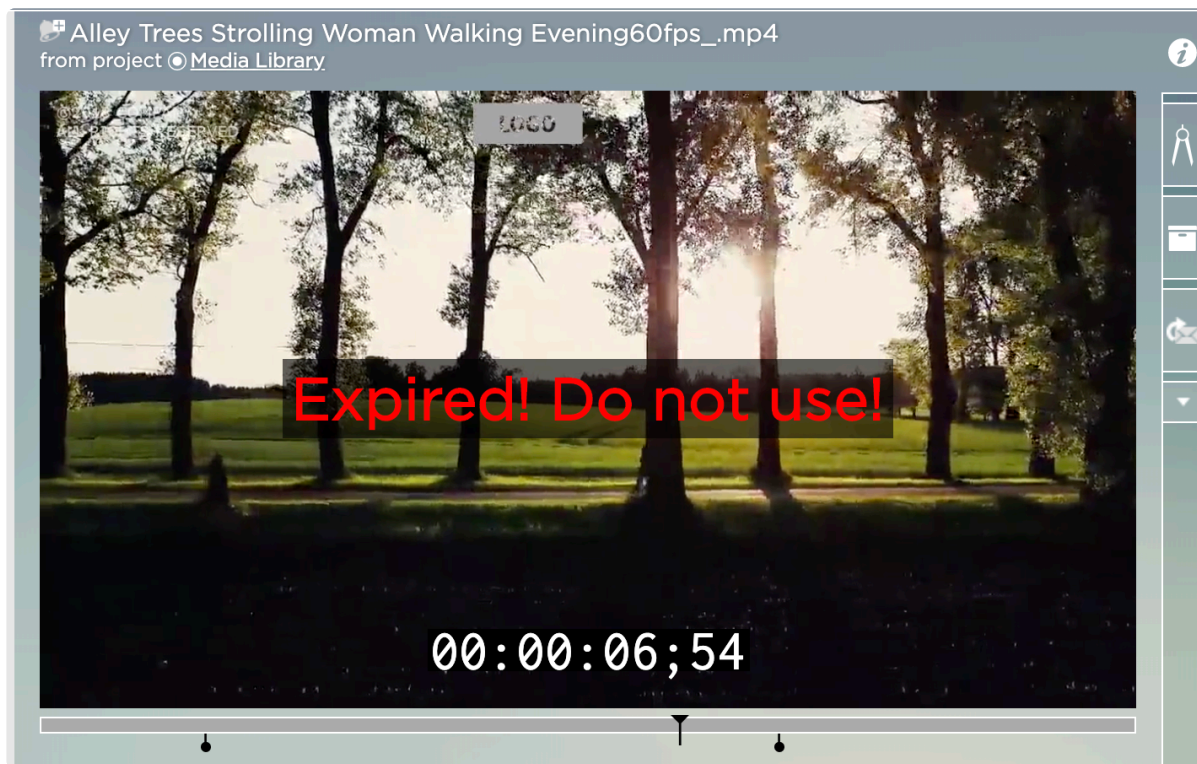
## Warning Period

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: Mar 24, 2021*

# 3.3.4.1.6.2. 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: Mar 24, 2021*

# 3.3.4.1.6.3. 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: Mar 24, 2021*

# 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.

## Enable Essence Fingerprinting

(If enabled, Strawberry will create SHA-256 fingerprints from all files it indexes These fingerprints are stored in the Strawberry database. In future Strawberry versions these fingerprints will be used for operations such as storage deduplication. Click here for more details on how Strawberry's fingerprinting works.)

## 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: Jun 09, 2022*

# 3.3.4.3. Managing Allow & Deny Lists

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: Mar 24, 2021*

# 3.3.4.4. Proxy File Configuration

## Important Info

Please note that changes to proxy encoder settings do not automatically apply to existing proxy files but to new proxy files only. If you'd like to apply changed settings to existing proxy files, you can re-create the proxies from the Strawberry admin panel.

# Usage

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

Here you can set the proxy file properties as follows:

## 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. Available resolutions are:

• Same as Source
• 1920 × 1080
• 1280 × 720
• 640 × 360

## Image Sequence Recognition

When Strawberry detects an image sequence (Basename & Count) with more than 25 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.

## 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: Aug 30, 2023*

# 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

This is the system-assigned ID of each encoding node.

.h3 NODE ADDRESS

The node address is the hostname or IP address and port under which a node can be reached

## STATUS

The status describes the running state of the note. Green means "running", yellow means "paused" and red means "not running"

## NUMBER OF WORKERS

The 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.

## GPU ENCODING (NVENC)

If your proxy encoding server has a support GPU built into it, then Strawberry can utilize that GPU for

high-performance proxy encoding. If a supported GPU is available, then you will see the checkbox `Enable X GPUs`, where `X` represents the number of available GPUs in that node. If no supported GPU has been found, then you will see the message `No qualified GPU found`.

### ACTIONS

Stop, start, restart or edit a scheduler for individual nodes

*Last modified: Nov 10, 2021*

# 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: Mar 24, 2021*

# 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: Mar 24, 2021*

# 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.

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: Mar 24, 2021*

# 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: Mar 24, 2021*

# 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

# 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: Mar 24, 2021*

# 3.3.7. Miscellaneous Settings

## Contents

- [Appearance Settings](#)
- [Communications System](#)
- [Preditor Settings](#)
- [Premiere Pro CC Specific Features](#)
- [Search Settings](#)
- [Security Settings](#)
- [S.E.M. Settings](#)
- [Database Backup](#)
- [Empty Trash](#)
- [Support](#)
- [Versions & License](#)

*Last modified: Mar 24, 2021*

# 3.3.7.1. Appearance Settings

## Default PAM Wallpaper

The `Default PAM Wallpaper` is the standard wallpaper for new Strawberry users and for users who don't have selected a custom wallpaper.

# Default Gallery Wallpaper

The `Default Gallery Wallpaper` is the standard wallpaper for each new Gallery that does not have a preset specified.
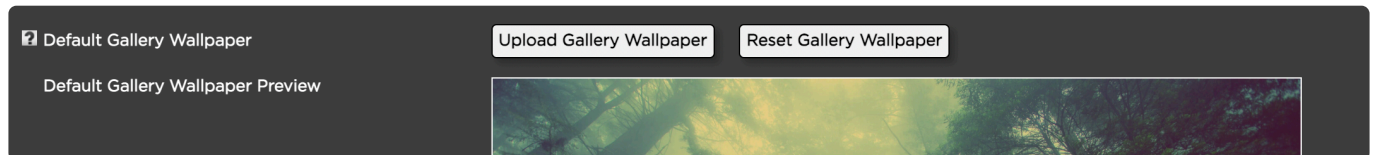


This section explains how to upload a "default background image" for all users or reset the background image back to the factory image. Users will still be able to customize the background image in their personal user settings.

> ✳ Please make sure that the image that you upload is large enough to look good on a 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
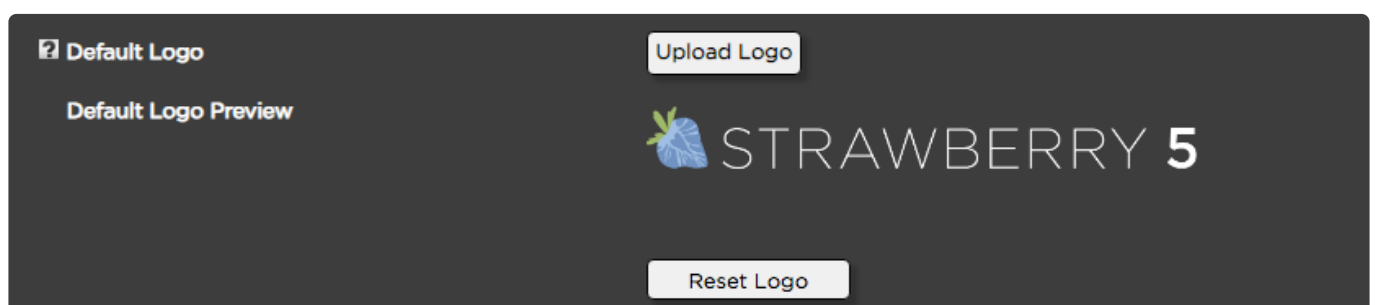


This section explains how to replace the default Strawberry logo with a custom logo.

✳ 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.

## File Size Calculation Basis

Choose whether the system will calculate project and file sizes using base-10 (MacOS style) or base-2 (Windows/Linux style).

*Last modified: Dec 17, 2021*

# 3.3.7.2. Communications System (Admin Guide)

## Contents

- [Basic and Enhanced Version Compared](#)
- [Communications System Settings](#)
- [Global Notification Defaults](#)
- [Slack Integration](#)

*Last modified: Mar 24, 2021*

# 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/

*Last modified: Mar 24, 2021*

# 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"

*Last modified: Mar 24, 2021*

# 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: Mar 24, 2021*

# 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: Mar 24, 2021*

# 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: Mar 24, 2021*

# 3.3.7.2.4.2. Creating a Slack Bot User

## Introduction

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

## Requirements

• The below steps will only work with Strawberry 6.2.2 or later versions.

## Usage

1. log in to your organization's Slack accounts as an Admin.
2. Go to the slack API page .
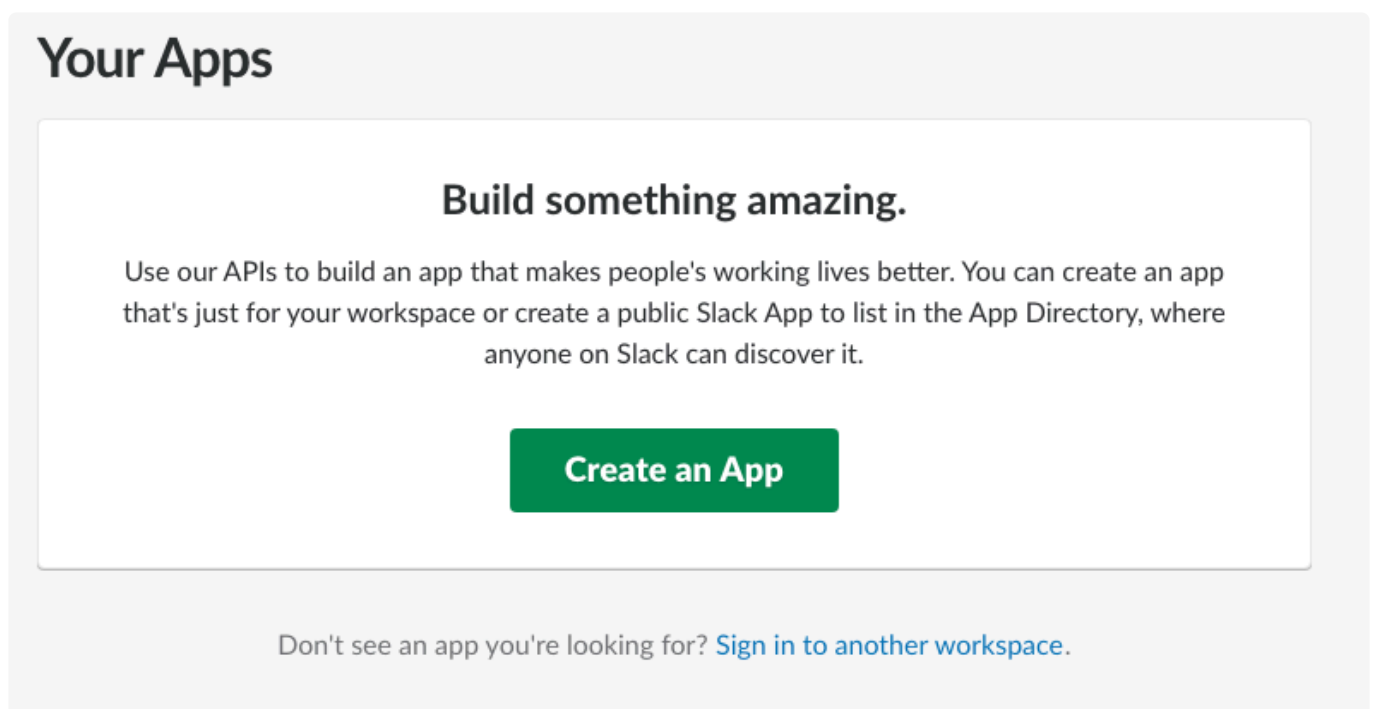


3. Click on the "Create an App" button.
4. Name your app and assign it to a Slack workspace.

5. Click on the "Create App" button to proceed to the "Basic Information" page for your app.
6. Once on the "Basic Information" page, click on the "Bots" button.

7. Once on the "App Home" page, click on the "Review Scopes to Add" page.

8. Once on the "OAuth & Permissions" page, scroll down to the "Scopes" section.
9. In the "Scopes" section, click on the "Add an OAuth Scope" that is located below "Bot Token Scopes."
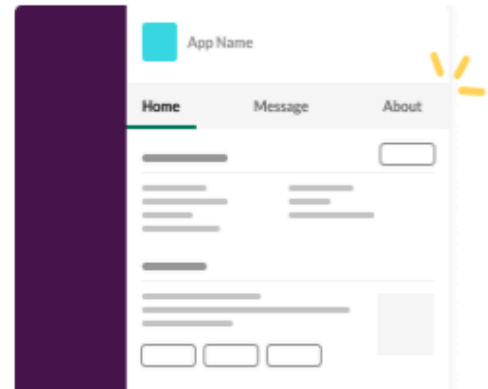
## Scopes

A Slack app's capabilities and permissions are governed by the scopes it requests.

### Bot Token Scopes ▼
Scopes that govern what your app can access.

| OAuth Scope | Description |
| --- | --- |

You haven't added any OAuth Scopes for your Bot token.

**Add an OAuth Scope**

### User Token Scopes ▼
Scopes that access user data and act on behalf of users that authorize them.

| OAuth Scope | Description |
| --- | --- |

You haven't added any OAuth Scopes for your User token.

Add an OAuth Scope

Scopes define the API methods an app is allowed to call, which information and capabilities are available on the workspace it's installed on. Many scopes are restricted to specific resources like channels or files.

10. A dropdown menu called "Add permission by Scope or API method.." is now visible.
11. Click on the "Add permission by Scope or API method.." dropdown menu.

12. From the dropdown menu, select the `chat:write im:write` and the `users:read` scopes.

13. Once completed, the "Bot Token Scopes" section should look like this…



14. Scroll up to the start of the "OAuth & Permissions" page and click on the "Install to Workspace" button in the "OAuth Tokens & Redirect URLs" section.

## OAuth & Permissions

### OAuth Tokens & Redirect URLs

These OAuth Tokens will be automatically generated when you finish connecting the app to your workspace. You'll use these tokens to authenticate your app.

**Install to Workspace**

15. Give the bot workspace access by clicking on the "Allow" button.

### Strawberry is requesting permission to access the Projective Slack workspace

**What will Strawberry be able to view?**

Content and info about your workspace                          ▶

**What will Strawberry be able to do?**

Perform actions in channels & conversations                   ▶

Cancel          **Allow**

16. Once back on the "OAuth & Permissions" page, click on the "Copy" button below "Bot User OAuth Access Token."

> ❋ If you would like to further customize the design of your app, go to the Slack Apps API page and click on the Strawberry app. Click on "Basic Information" in the menu on the right and scroll down to the "Display Information" section.

17. Now proceed with the "Enabling Slack in the Strawberry Admin panel" chapter

*Last modified: Mar 24, 2021*

# 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.
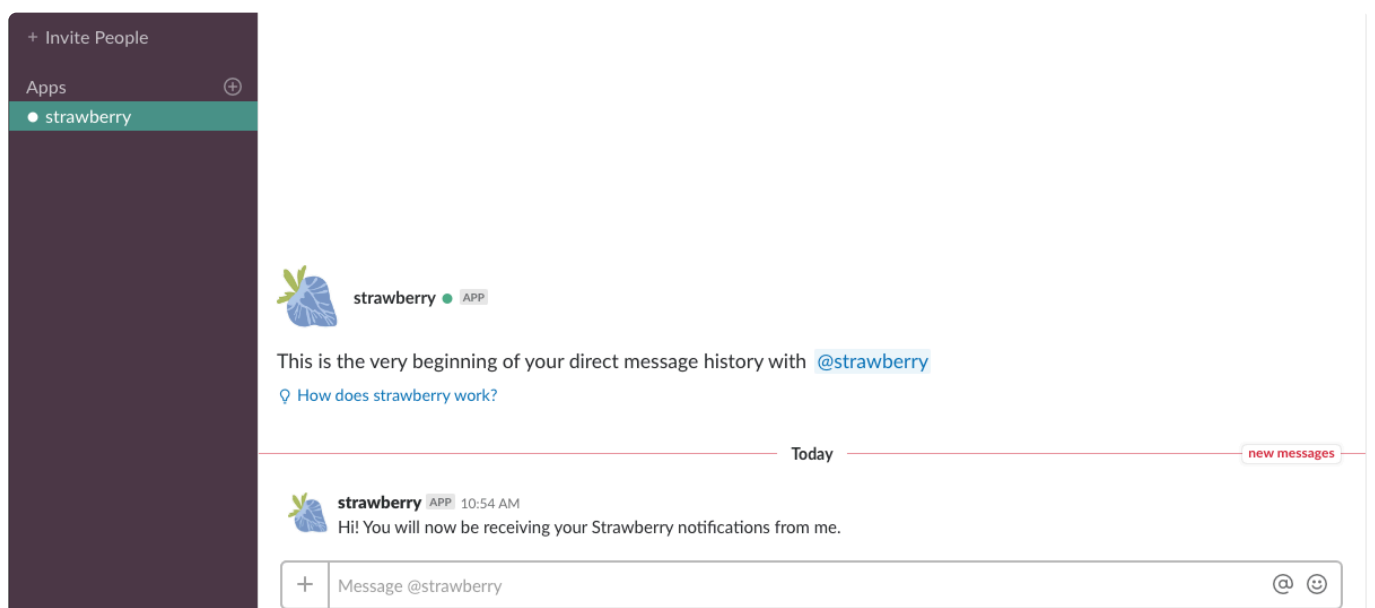


*Last modified: Mar 24, 2021*

# 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: Mar 24, 2021*

# 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: Mar 24, 2021*

# 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: Mar 24, 2021*

# 3.3.7.6. Security Settings

## Contens

- [Share via Email Link Expiration](#)
- [Bypass Skies cache for iPad/macOS devices](#)

*Last modified: Oct 07, 2022*

# 3.3.7.6.1. Share via Email Link Expiration

## "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: Oct 07, 2022*

# 3.3.7.6.2. Bypass Skies cache for iPad/ macOS devices

## About

Strawberry uses the ClearKey encryption standard to encrypt preview proxies before storing them in fast cloud caches. The browser engine Apple uses for its mobile IOS devices and Safari on macOS does not support ClearKey. This prevents users with such devices from streaming proxy files through the Skies cloud infrastructure.

To circumvent this issue, Strawberry administrators can bypass Skies caches for Apple devices and browsers that do not support ClearKey. When these devices request a proxy stream from the Strawberry host, the proxy will not be served from a cloud cache but directly from the Strawberry host.

## Usage

1. log in to the Strawberry Admin panel.
2. Click on the `Misc` tab.
3. Click on the `Security Settings` bar to expand it
4. Check the box next to `Bypass Skies cache for iPad/macOS devices`.
5. Press "Save"

*Last modified: Oct 07, 2022*

# 3.3.7.7. S.E.M. Settings

## Contents

- [Enable / Disable Subprojects](#)
- [Enable / Disable Sessions](#)
- [Osiris Option](#)

*Last modified: Nov 10, 2021*

# 3.3.7.7.1. Enable / Disable Subprojects

> ✱ Disabling subprojects is only possible when no projects are connected in a parent-subproject relationship. Please click here to learn how to bulk-detach all subprojects from their parents.

## Requirements

- This option is only available when the Strawberry server is running in Shared Edits Mode (S.E.M.)

## Info

- When enabled, users can "open" one project and then "add" additional projects as subprojects
- when disabled, users can "open" multiple projects side by side without having to connect them as subprojects

## Usage

1. Make sure that all Strawberry projects as well as macOS and Windows client applications are closed.
2. Login to the Strawberry Admin panel.
3. Click on the `Misc` tab.
4. Click on the `S.E.M. Settings` bar to expand it.
5. Check or uncheck the checkbox next to "Enable Subprojects"

*Last modified: Jul 19, 2022*

# 3.3.7.7.1.1. Bulk-Detaching all Subprojects from their parents

## About

All existing subprojects will be detached from their parents when performing the below steps.

> **!** Detaching subprojects from their parents may lead to media offline situations when opening projects that formerly had subprojects attached to them.

## Usage

1. Make sure that all Strawberry projects, as well as macOS and Windows client applications, are closed.
2. Login to the Strawberry server as root.
3. Type `sb console` and press `enter` to open the Strawberry Rails console.
4. Type `ProjectsSubproject.truncate!` into the console and press `enter`
5. Once completed, you may proceed with [disabling subprojects from the admin panel](#).

*Last modified: Jul 19, 2022*

# 3.3.7.7.2. Enable / Disable Sessions

## Requirements

- This option is only available when the Strawberry server is running in Shared Edits Mode (S.E.M.)

## Info

- When enabled, users can save and restore their current active project session
- when disabled, users can not save and restore their current active project session

## Usage

1.  Make sure that all Strawberry projects, as well as macOS and Windows client applications, are closed.
2.  Login to the Strawberry Admin panel
3.  Click on the `Misc` tab
4.  Click on the `S.E.M. Settings` bar to expand it
5.  Check or uncheck the checkbox next to `Enable Users to Create Sessions`

*Last modified: Jul 19, 2022*
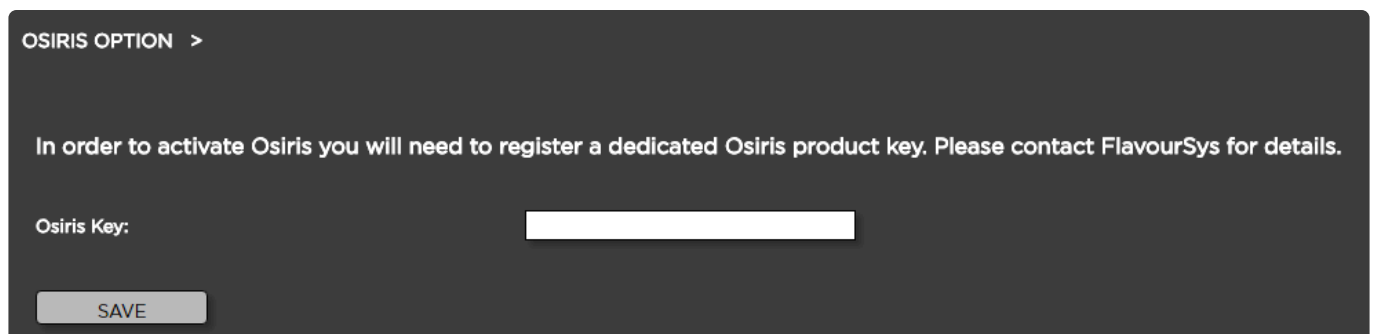
# 3.3.7.7.3. Osiris Option

## 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.

## Usage

1. Login to the Strawberry Admin panel
2. Click on the "Misc" tab
3. Click on the "S.E.M. Settings" 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: Nov 13, 2023*

# 3.3.7.8. Database Backup

## Manual Database Backup

1. Log in to the Strawberry Admin panel
2. Click on the "Misc" tab
3. Click on the "Database Backup" bar to expand it
4. Click on the "Backup Now" button to create an instant backup of the Strawberry database

## Automatic Database Backup

Strawberry can create backups of its PostgreSQL database regularly. A database backup is created at **3 am** (server time) every morning by default. The default backup location is `/opt/sb4/data/backups/` on the Strawberry server.

### Changing the Database Backup Settings

If you wish to change the database backup location or frequency, do the following.

1. Navigate to the Strawberry config file directory

```
cd /opt/sb4/app/fsbase/config
```

2. Copy the file "database-backup.yml.example" to "database-backup.yml"

```
cp database-backup.yml.example database-backup.yml
```

3. Edit the file "database-backup.yml" using an editor of your choice but make sure not to change the formatting or indentation

```
nano database-backup.yml
```

You will now see the file's content with the default database backup settings

```
---
production:
  backup_path: "/opt/sb4/app/backups"
  delete_after_days: 14
  recurrence: daily
# Optional
#   --- {}#
#
```

- "**backup_path**" is the location in which the backup is stored
- "**delete_after_days**" is a numeric value that determines after how many days database backups will be removed from the backup location. Strawberry will only delete backups older than the numeric value defined here
- "**recurrence**" determines how often database backups are created. Daily backups are highly recommended!

4. Save your changes and exit the editor
5. Restart the Strawberry service using "sb restart." If Strawberry is configured to run on a High Availability cluster, then use the respective restart command.

*Last modified: Dec 06, 2022*

# 3.3.7.9. Empty Trash

## About the Trash Folders

The purpose of the trash folders is to recover projects and files that users have accidentally deleted. By default, the trash folders are located inside Strawberry's `media_1`, `media_2`, etc., on their respective storage. The trash is automatically cleaned up based on an admin-defined interval.

Strawberry will link entire projects into the trash when…

- they have been deleted from the Strawberry admin panel.
- they are prepared to be archived.

Strawberry will link individual media files into the Trash when…

- they have been deleted from a project on the Finder or Windows Explorer level.
- they have been deleted via the Strawberry user interface.

## Changing the Settings for the Automatic Trash Deletion

Each night at around 3 am(server time), Strawberry runs a job called "DeleteTrashJob". This job searches through the trash for files older than x hours and removes them from the trash by permanently

deleting them. By default, deleted or archived projects and media files remain inside the trash for 168 hours (7 days). This setting can be changed as follows:

1. log in to the Strawberry server via SSH.
2. Navigate to the Strawberry config directory.

```
cd /opt/sb4/app/fsbase/config
```

3. Copy the file `trash.yml.example` to `trash.yml`.

```
cp trash.yml.example trash.yml
```

4. Edit the file `trash.yml` using an editor of your choice, but do not change the formatting or indentation.

You will now see the file's content with the default trash deletion settings.

```
production:
  delete_after_hours: 168
```

5. Change the numeric value to your preference.
6. Save your changes and exit the editor.
7. Restart the Strawberry service using `sb restart`. If Strawberry is configured to run on a High Availability cluster, then use the respective [commands for restarting services on an HA cluster](#).

## Emptying the Trash manually

Performing the steps below will immediately remove **all** contents from the strawberry trash folders on all strawberry-managed storage.

1. Log in to the Strawberry Admin panel
2. Click on the `Misc` tab
3. Click on the `Empty Trash` tab
4. Click on the `Empty Trash Now` button

*Last modified: Dec 15, 2023*

# 3.3.7.10. Support

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

## Upload Exceptions to the Projective Error Tracking Service

## (Recommended)

When enabled, this service will automatically upload error messages to Projective's [Sentry](#) account for further analysis. The host "ingest.sentry.io" must be reachable via HTTPS from the Strawberry server for this feature to work. By default, this function is disabled, and you need to manually enable it (opt-in) from the Strawberry Admin panel.

## Download Logs and Exceptions

Clicking on this button will create a `.tar.gz` file that includes system logs and exceptions.

*Last modified: Dec 15, 2023*

# 3.3.7.11. Versions & License

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

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

## Adding a new License

To add a new license to your Strawberry server click on the `New License` button below the `License Info` table and paste the license string into the text field. Once that's completed press `Update`. The license will apply after you have restarted the Strawberry services from a terminal.

*Last modified: Dec 06, 2022*

# 3.4. Strawberry Client

## About

This manual section how you how to install and configure the Strawberry client application under macOS and Windows.

## Contents

- [macOS](#)
- [Windows](#)

*Last modified: Feb 20, 2023*

# 3.4.1. macOS

- [Installing the Client](#)
- [Configuring the Client](#)
- [App Launcher Configuration](#)

*Last modified: Feb 19, 2023*

# 3.4.1.1. Installing the Client (macOS)

## Contents

- [Apple Silicon Installation Guide](#)
- [Catalina: Installation Guide](#)

*Last modified: Nov 13, 2023*

# 3.4.1.1.1. Apple Silicon Installation Guide

Below are the steps to allow Strawberry to run on a fresh install of Big Sur on Apple M1 silicon. The steps should be similar for subsequent macOS releases.

1. If 3rd party system extensions (kexts) have not yet been allowed on the system, [follow these steps](#) first to allow them. This will involve rebooting into recovery mode.
2. Go to the [Strawberry product download page](#) and download the latest client for your Strawberry server version.
3. Launch the installer and "Allow" the initial compatibility check.
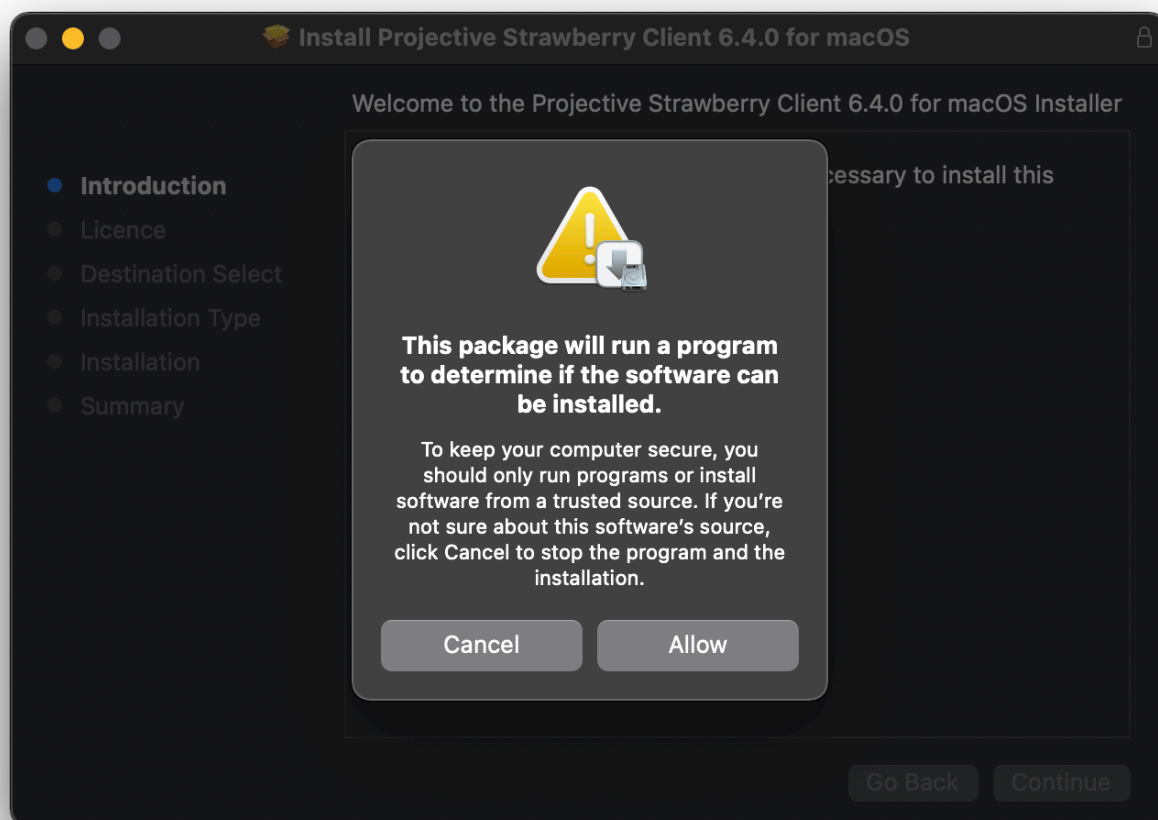
4. Complete the remaining steps of the installation. You may need to provide an administrator username and password multiple times.

5. Launch the client.

6. The client will warn that the application helper needs additional permissions. Click "OK" to launch the "Security & Privacy" section of "System Preferences"
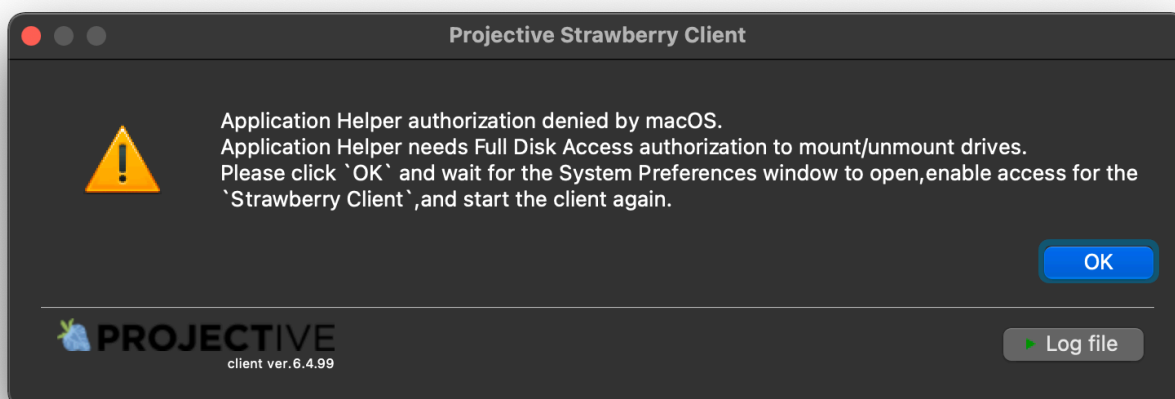
7. Unlock System Preferences by clicking the padlock in the lower left and authenticating as an administrator:



8. Check the box next to "com.pam.client….functionhelper"

9. Close System Preferences and re-launch Strawberry

10. You will be prompted to configure the client:
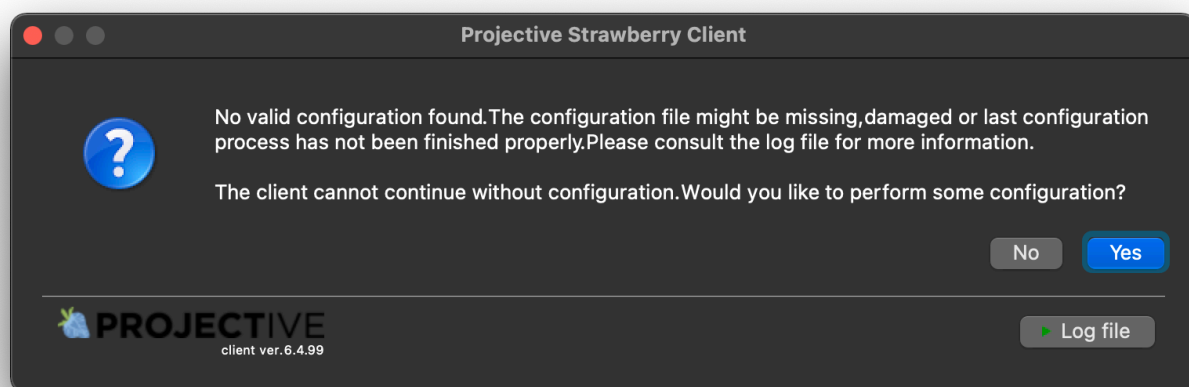
11. Continue with the installer until:
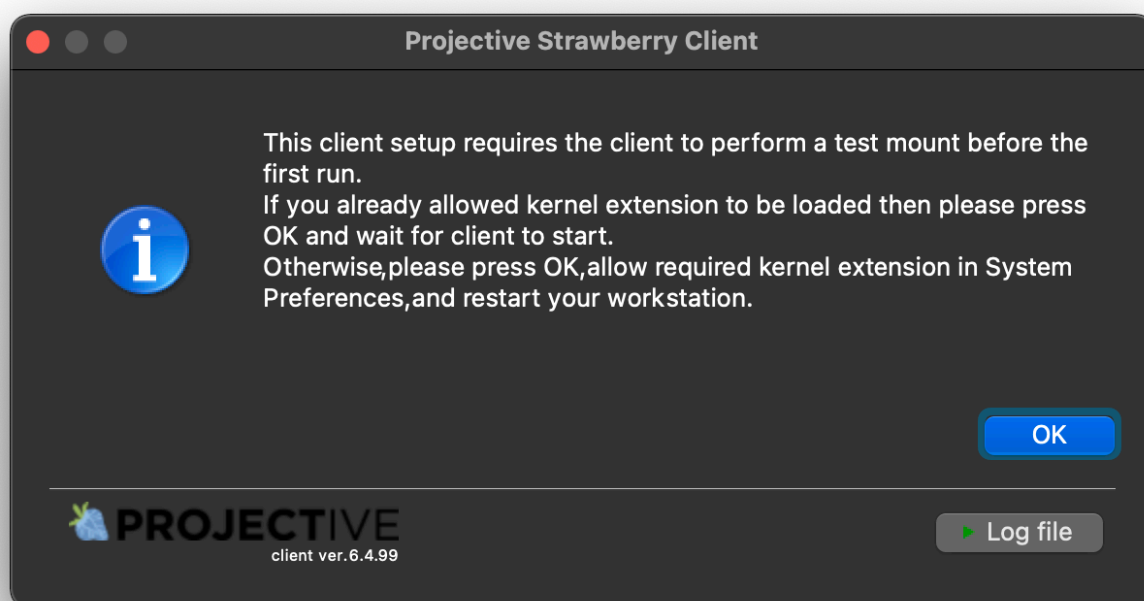


12. "Open Security Preferences" when prompted:

**System Extension Blocked**

A program tried to load new system extension(s) signed by "Benjamin Fleischer" but your security settings do not allow system extensions. To enable them, open the Security & Privacy preference pane.

Ignore

Open Security Preferences

Open System Preferences

Cancel
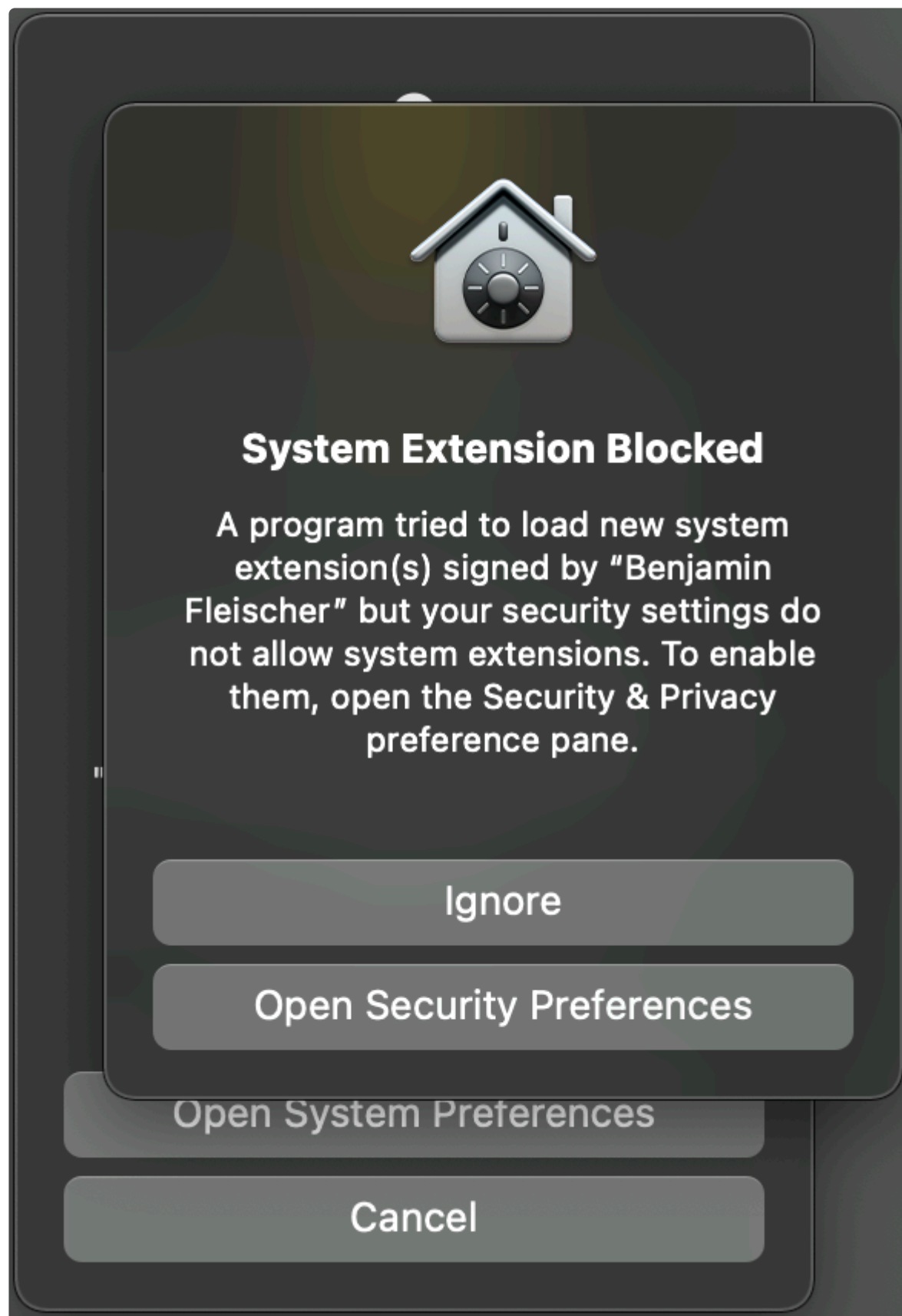
13. Click the lower-left padlock to unlock the panel
14. Click the "Allow" button:
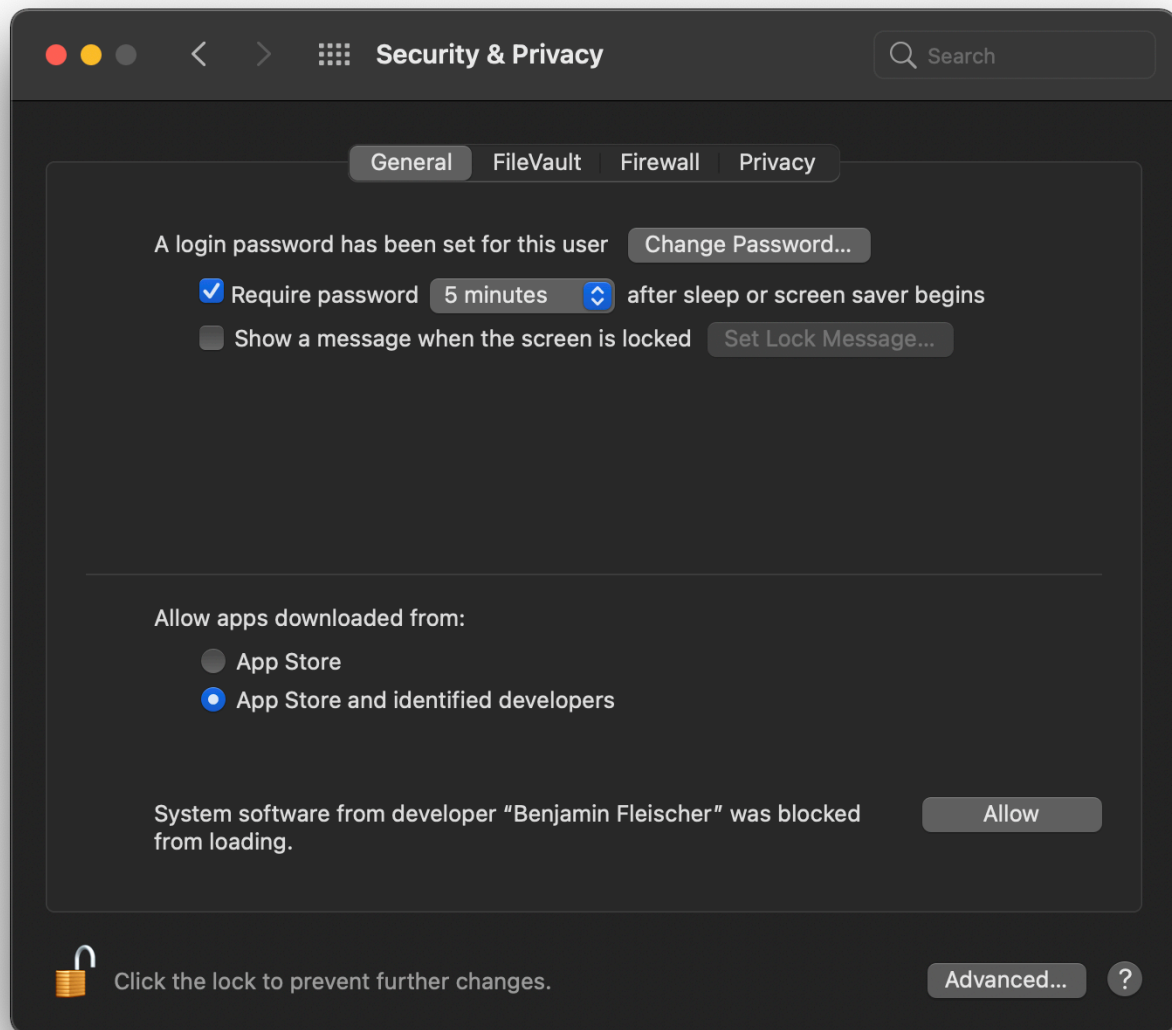
15. Enter your administrator password when prompted:
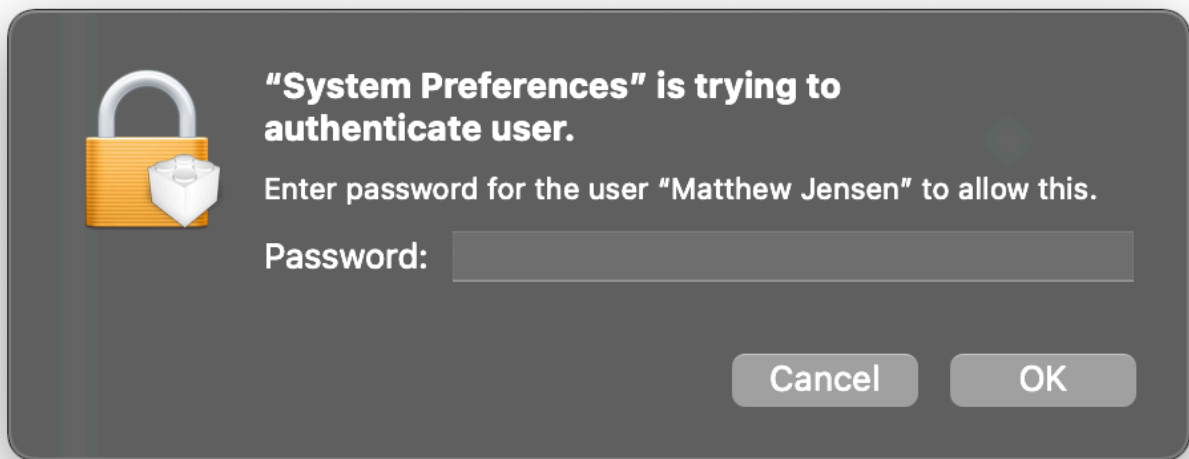
16. Reboot one last time to apply the changes:
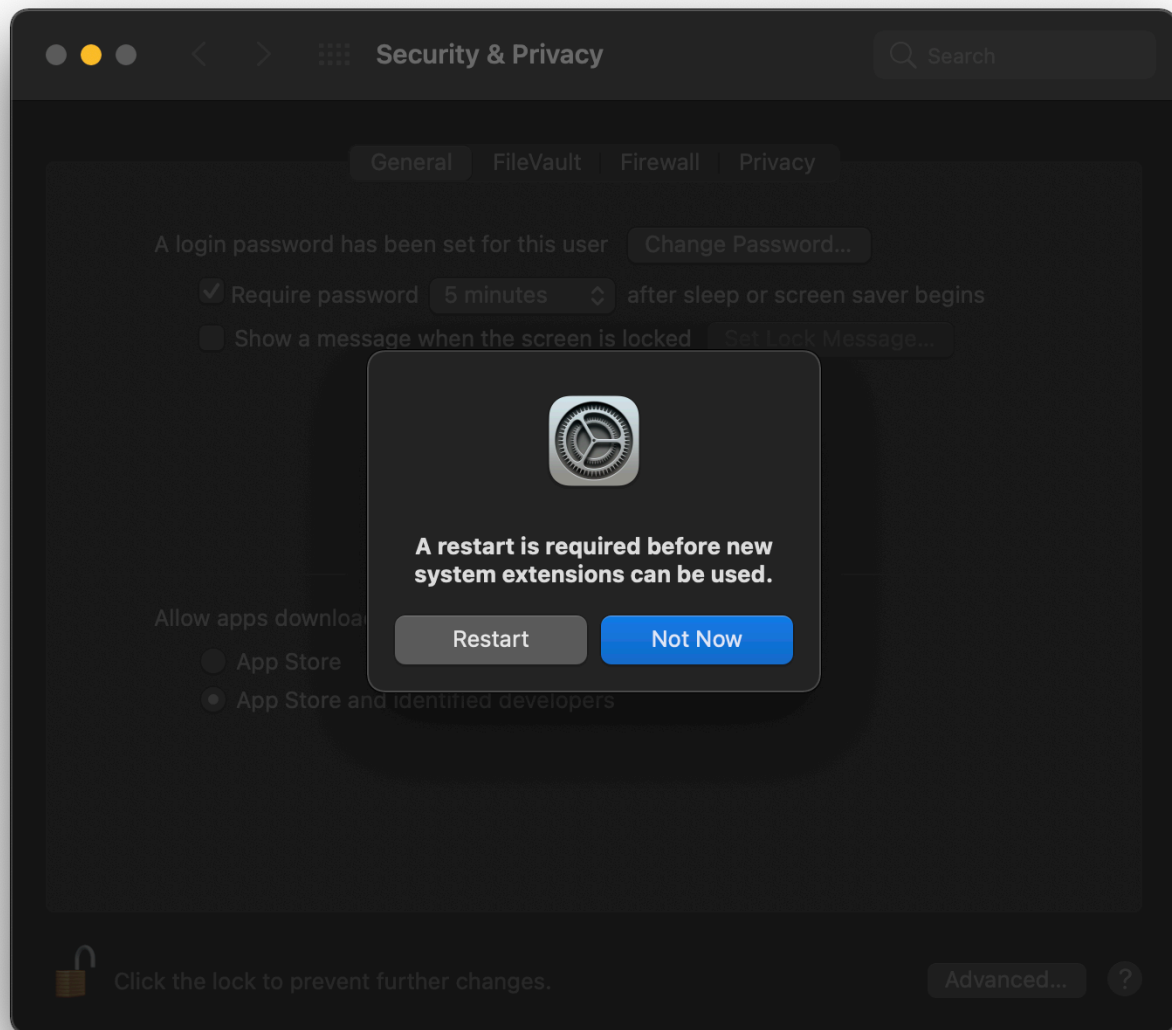
17. After reboot, launch Strawberry again. It will again test loading the system extension, which should succeed this time:
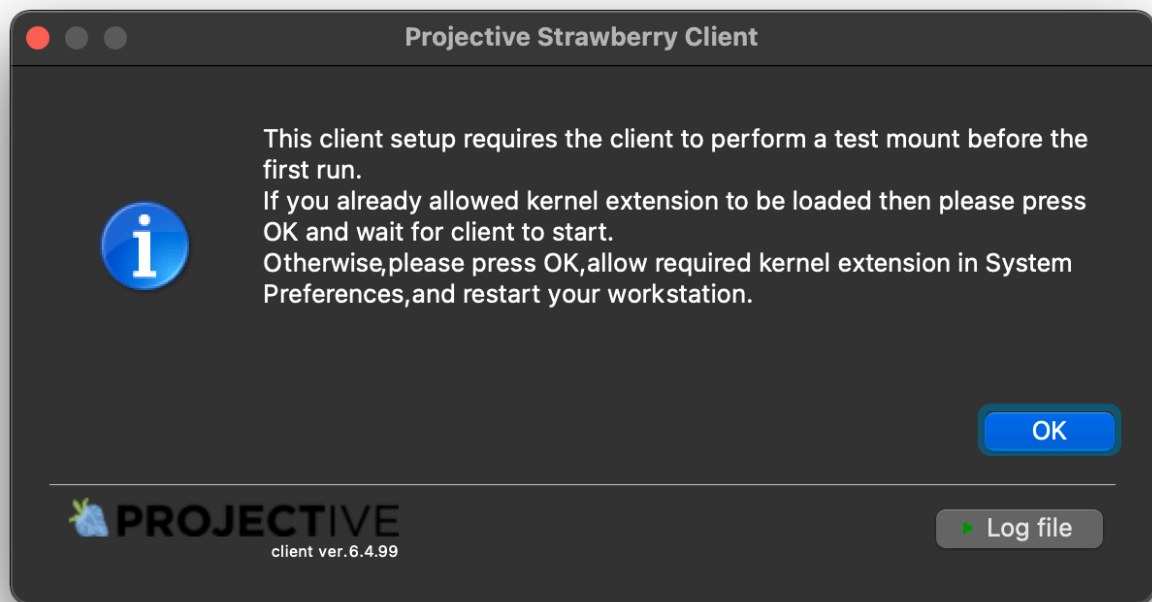
18. Login to Strawberry:
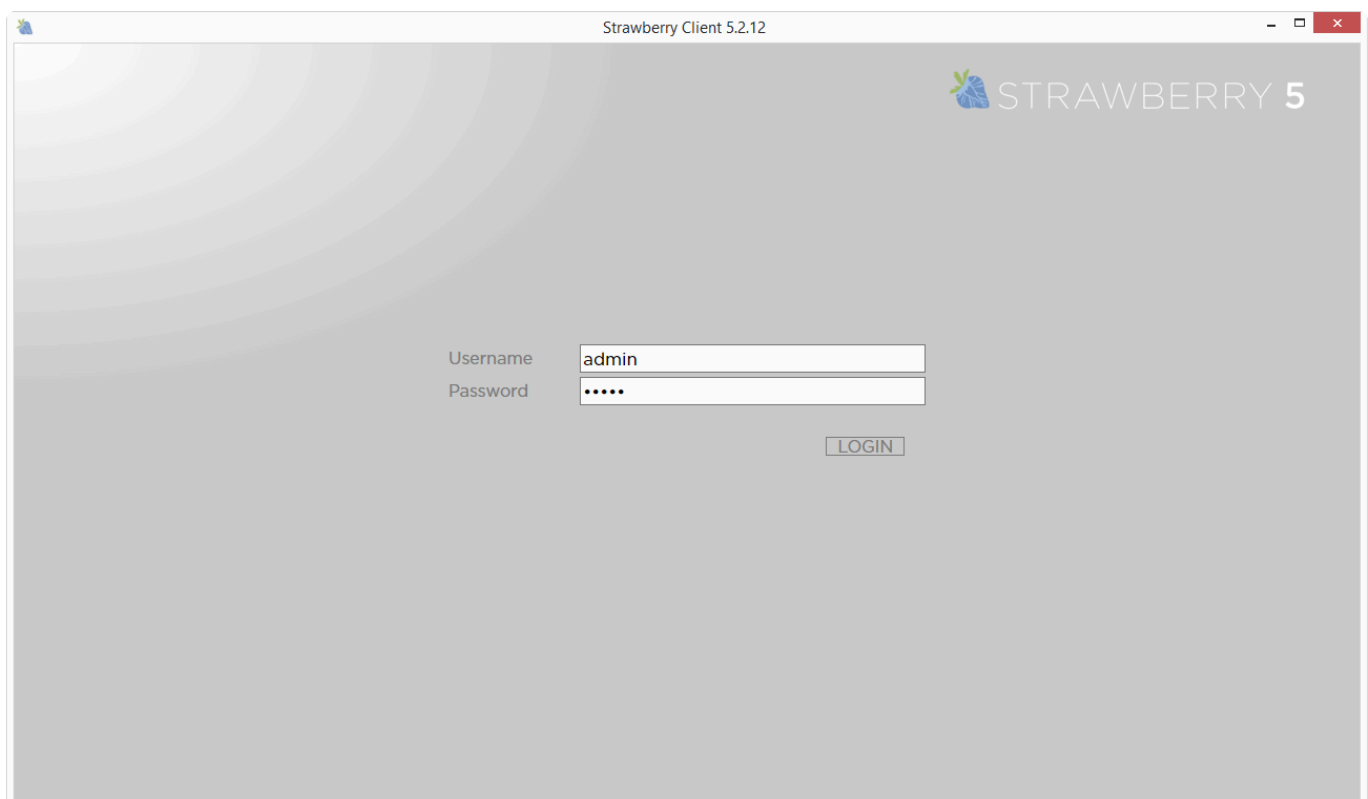


19. Create a new project or open an existing project. Grant Strawberry Finder permission when requested:
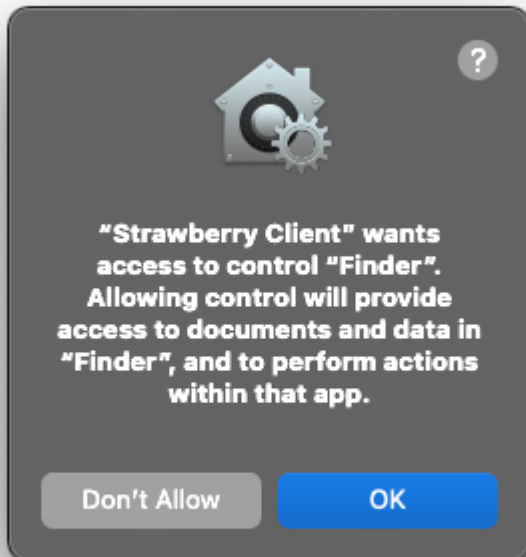
20. Upon closing a project, allow Strawberry access to the Desktop:
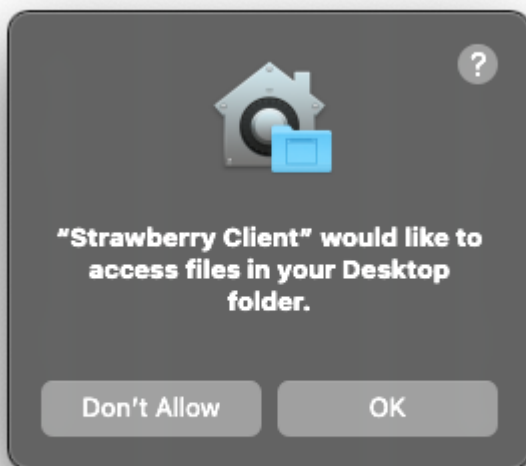


21. Strawberry is now ready for use.

# 3.4.1.1.1. Apple Silicon: Allow user management of kernel extensions from

# identified developers

## Introduction

On Apple silicon-based Macs, system extensions are blocked by default. The system extensions must be enabled in macOS recovery mode by following the steps below.

## Enabling kernel extensions from identified developers

You will now need to go to the Recovery environment to enable system extensions.

1. Shut down the system.
2. Turn the machine back on by pressing and holding the Touch ID or Power Button to boot in Recovery mode.
3. Select Options and click Continue.
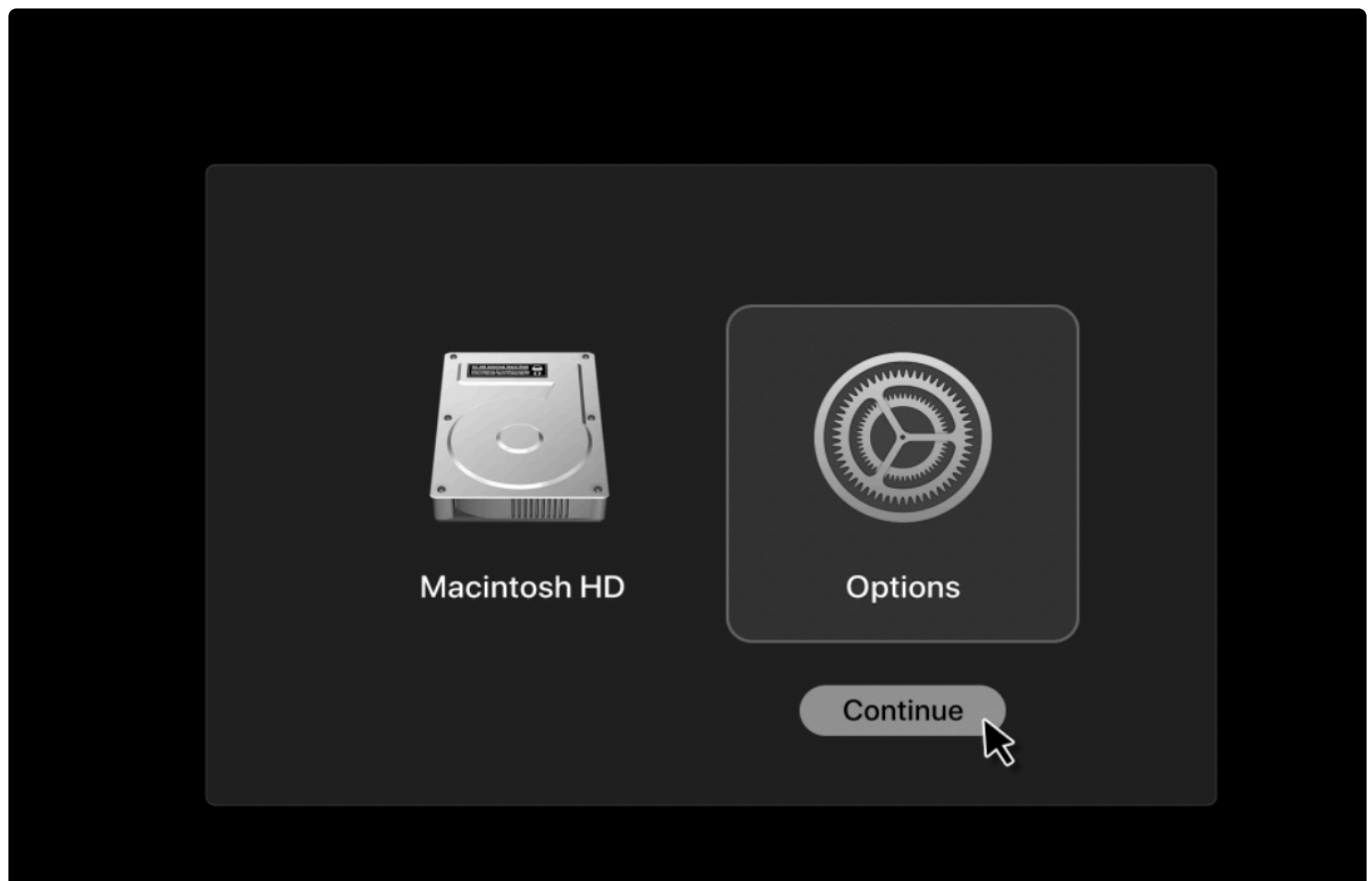


After this, the following menu will appear:
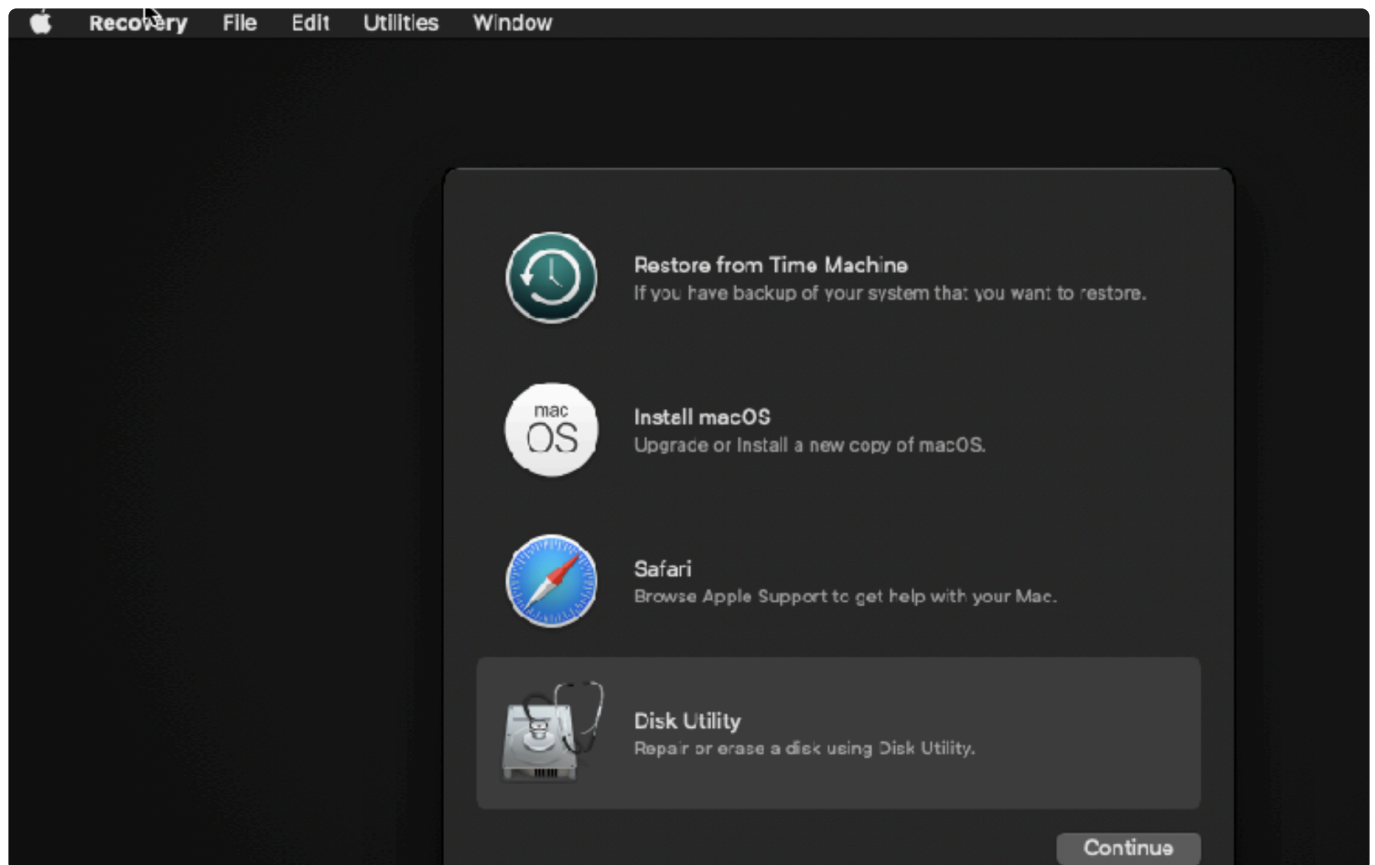
4. Click on Utilities from the menu bar → Startup Security Utilities.
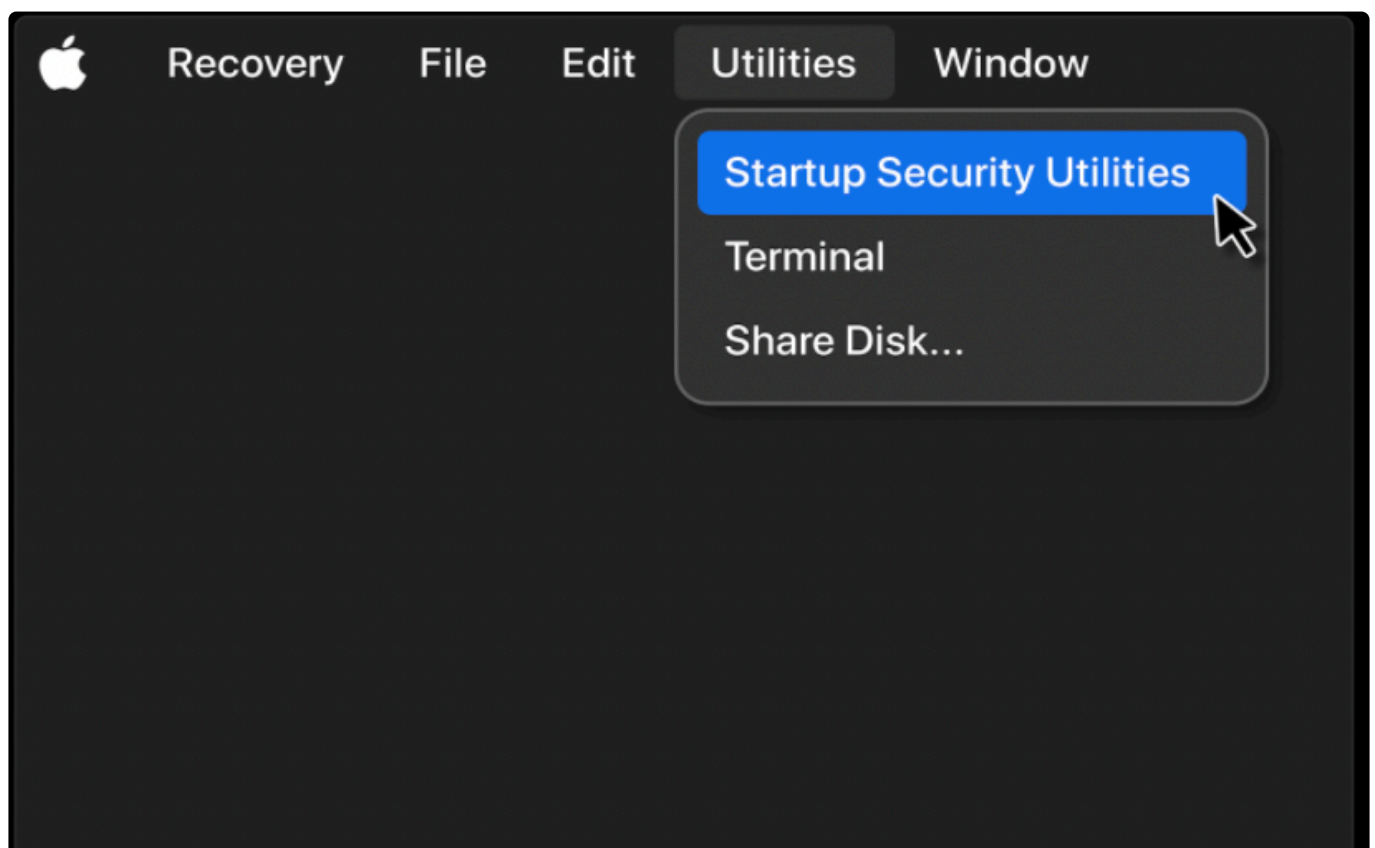


5. Select the drive where DesktopApp is supposed to be installed and then click on the **Security Policy**

button.



A window named **Security Policy** for "name of harddrive" appears.

6. Select **Reduced Security** and then check the box next to **Allow user management of kernel extensions from identified developers**.
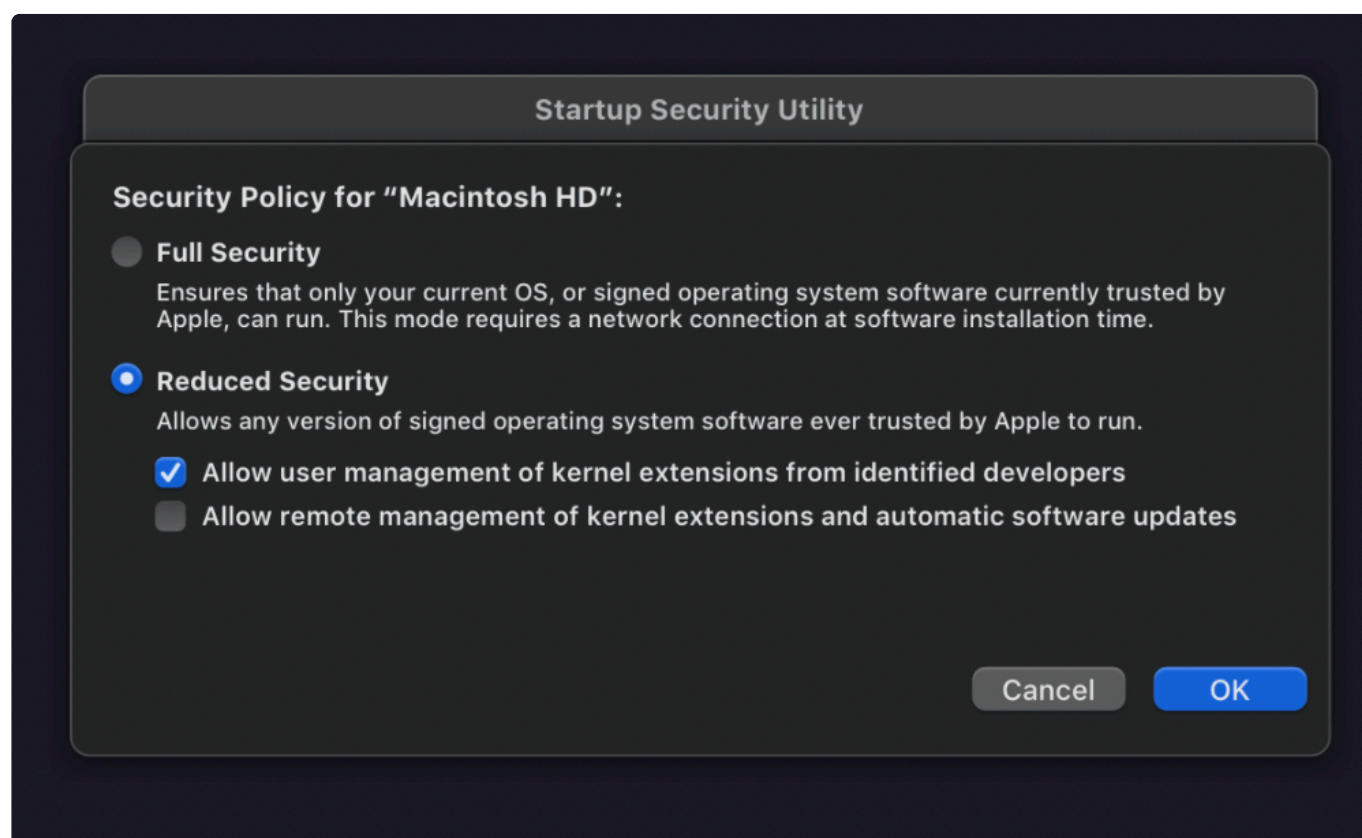
7. Click the **OK** button and restart your Mac.

*Last modified: Jul 25, 2022*

# 3.4.1.1.2. 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 <u>click here</u> for more help.

## Installing the Strawberry Client on Catalina

1. Run the <u>client installer</u> 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:
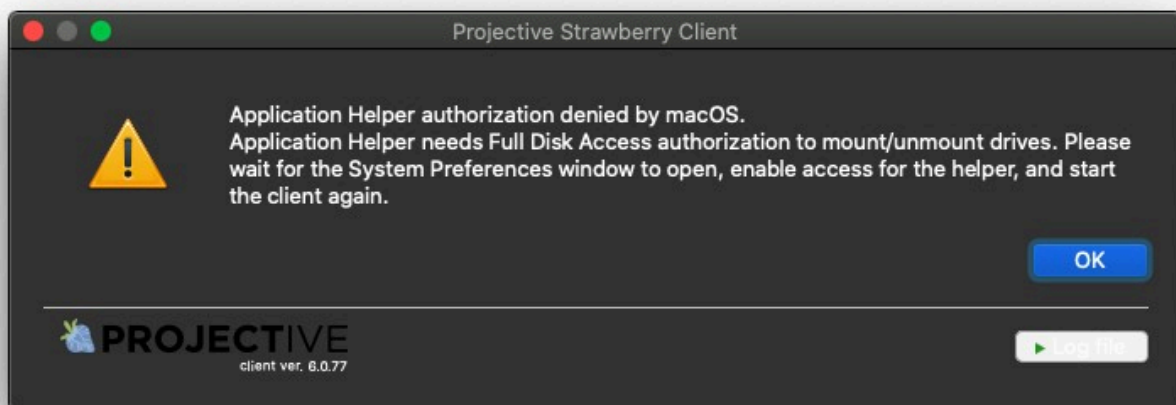


4. Click "OK" and wait for the system preferences window to pop up
5. Click on the lock in the lower-left corner and provide the administrator credentials
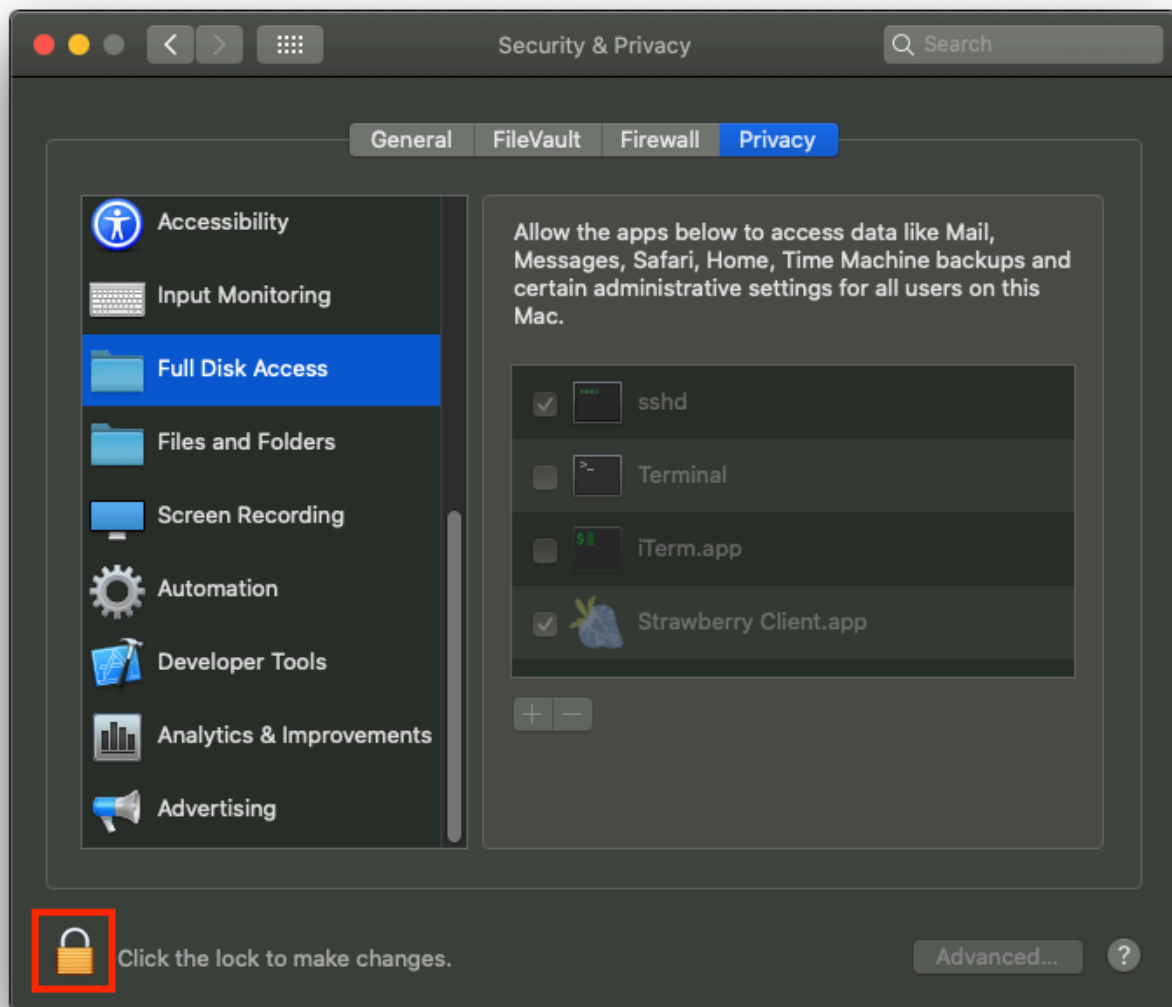
6. Click on "Full Disk Access" and check the box next to "Strawberry Client.app"
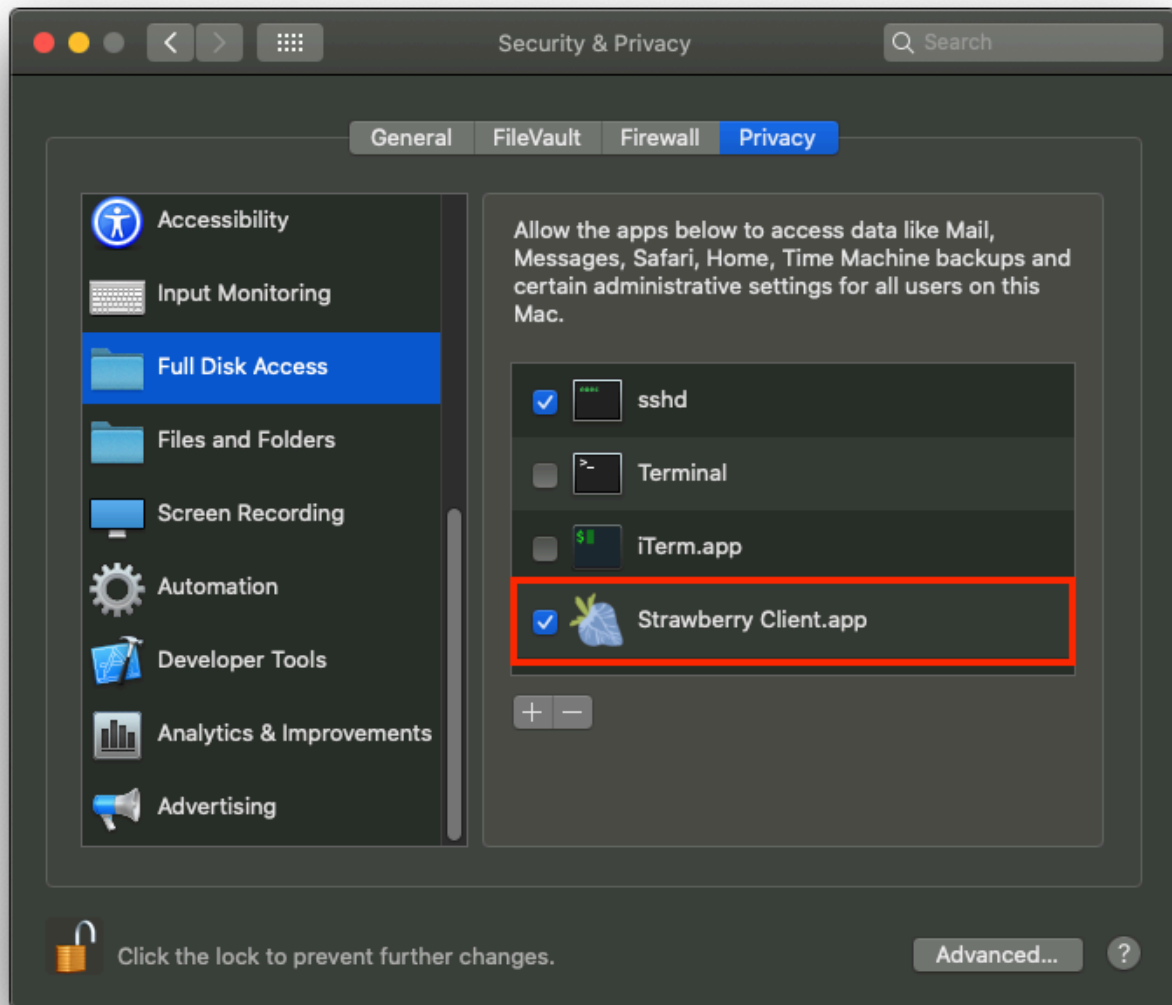
7. Now start the client again

# 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*

# 3.4.1.2. Configuring the Client (macOS)

## Preparation

- Make sure that the client is [installed](#).
- Make sure that the Strawberry-managed storage location `media_1/media` is accessible by the client computer.

## First-time Configuration

1. When you start the Strawberry client for the very first time, you will be greeted with a "No valid Configuration found." message.

2. Click `Yes` to proceed.

# Welcome Screen

3. On the next window you are offered to import an existing configuration file. If you have an existing configuration file, click on the `Import` button and select the file. This will pre-populate most values that are needed for the configuration. If you don't have an existing configuration file click `Next >`. When clicking `Next >` you will be directed to the Server Configuration.

# Server Configuration

4. In the Server Configuration, you must enter…

- .. the hostname or IP address of the Strawberry server. When using SSL, please type `https://` in front of the hostname or IP address.
- … the name of the edit on which you are currently performing the configuration. Please ensure that the edit name does not contain spaces, as this can cause problems with SMB down the line.

The "Storage Type" will be automatically set to "Shared Edits Mode".

**Server configuration**

Please provide basic information about the server.

**Strawberry Server:** 200.0.0.110

Enter the hostname or IP address of the Strawberry Server. Make sure the Strawberry Server is accessible from this workstation.

**Name of this edit:** Edit01

Enter the name of the edit. The corresponding directories will be automatically created on the server.

**Storage type:** Shared Edits

Choose the type of storage infrastructure deployed at your site.

5. When finished click `Next >`.

6. The client will now inform you that the storage needs to be mounted in order to proceed with the configuration process. `media_1/media` is mounted on the client computer and it can be accessed.

**Edit Setup**

Please mount the edit directories.

The edit has been created successfully. Before we can continue the configuration process, please mount the edit directories locally.

Please make sure that your storage is properly mounted. When you are ready, click "Next".

7. Click `Next >` to proceed. You will be directed to a page called "Shared Edits mounts configuration".

# Shared Edits Mount Configuration

9. In the "Shared Edits mounts configuration" you need to provide the following information:

- Use storage name as prefix for open projects: Only check this box, if your Strawberry server manages more than one physical storage volume. Otherwise, keep the box unchecked.
- Storage mount points: Click the `Add` button and navigate to `media_1/media` on your storage. Then click `open` to set the path.
- Mount Method: If this PC is not running Avid Media Composer use `File References`. If Media Composer is used on this computer, use `pamFS`.
- Extended Media Composer Mount Options: Please click here to learn more about these settings.
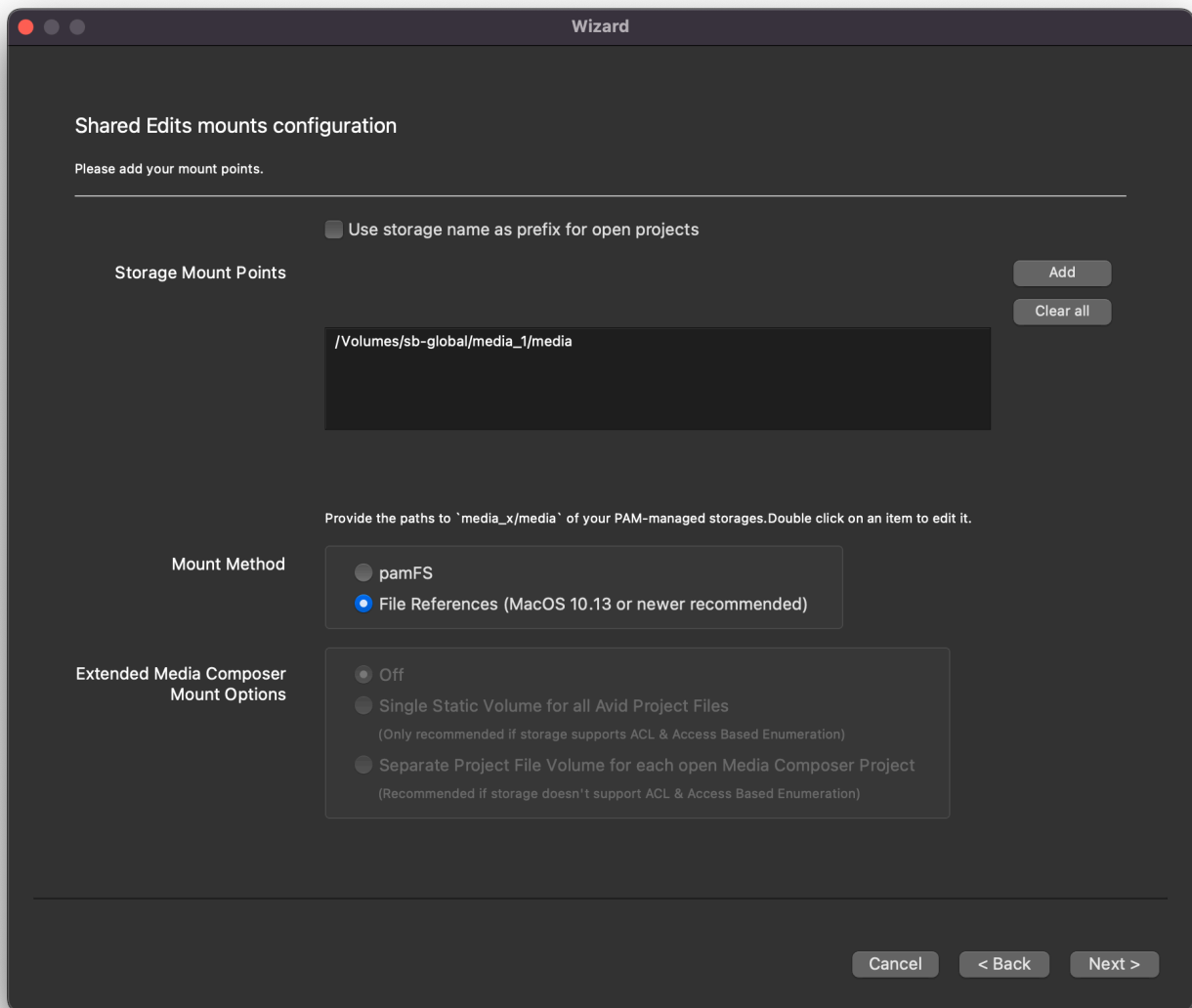
10. Click `Next >` to proceed. You will be directed to a page named `Paths to editing applicatio ns` (Aka. App Launcher)

# App Launcher

11. Please visit the [App Launcher Configuration](#) chapter to learn how to configure App Launcher.
12. When finished, click `Next >`. You will be directed to the "Miscellaneous Options".

# Miscellaneous Options

• Desktop Shortcut: When opening a project, Strawberry will create a desktop shortcut to the project mount. This is a convenience feature for users.
• Perform UID/GID challenge: This is a debug setting for support purposes. Only change this when instructed by support.
• Storage Whitelist
• Library Paths

13. Click `Finish` to finalize the configuration. The client will restart automatically.

# 3.4.1.3. App Launcher Configuration (macOS)

## About

With the "App Launcher" feature, the Strawberry client can automatically open editing/creative applications

- Enabling/Disabling App Launcher
- Adding a new Application to App Launcher
- Removing Individual Applications from App Launcher

# 3.4.1.3.1. Enabling/Disabling App Launcher

1. Open the Strawberry client application and log in as an Administrator
2. Press "cmd+e" (macOS) or "ctrl+e" (Windows) to open the client configuration
3. Click on the "App Launcher" tab
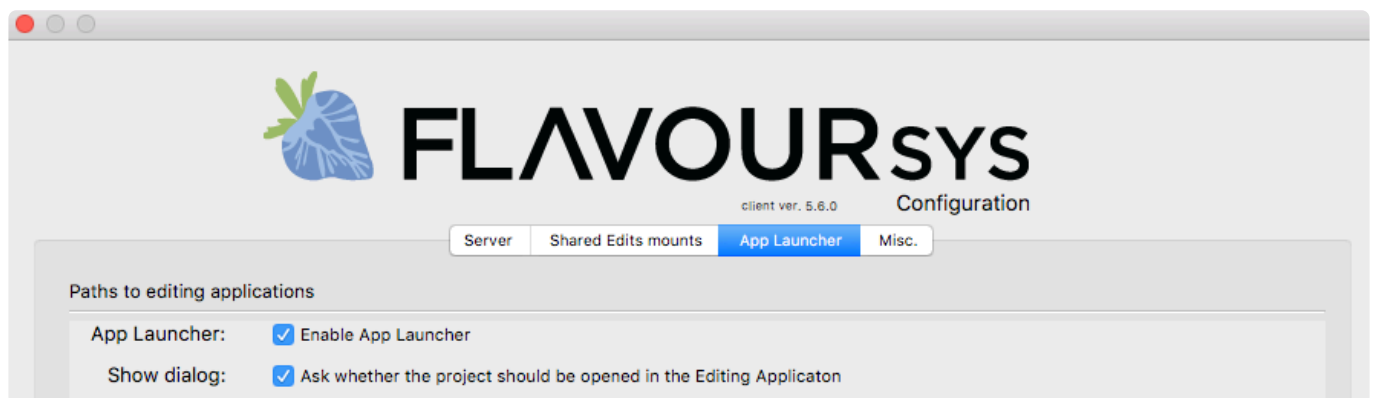


4. Check the box next to "Enable App Launcher" to enable the feature or uncheck the box if you wish to disable it
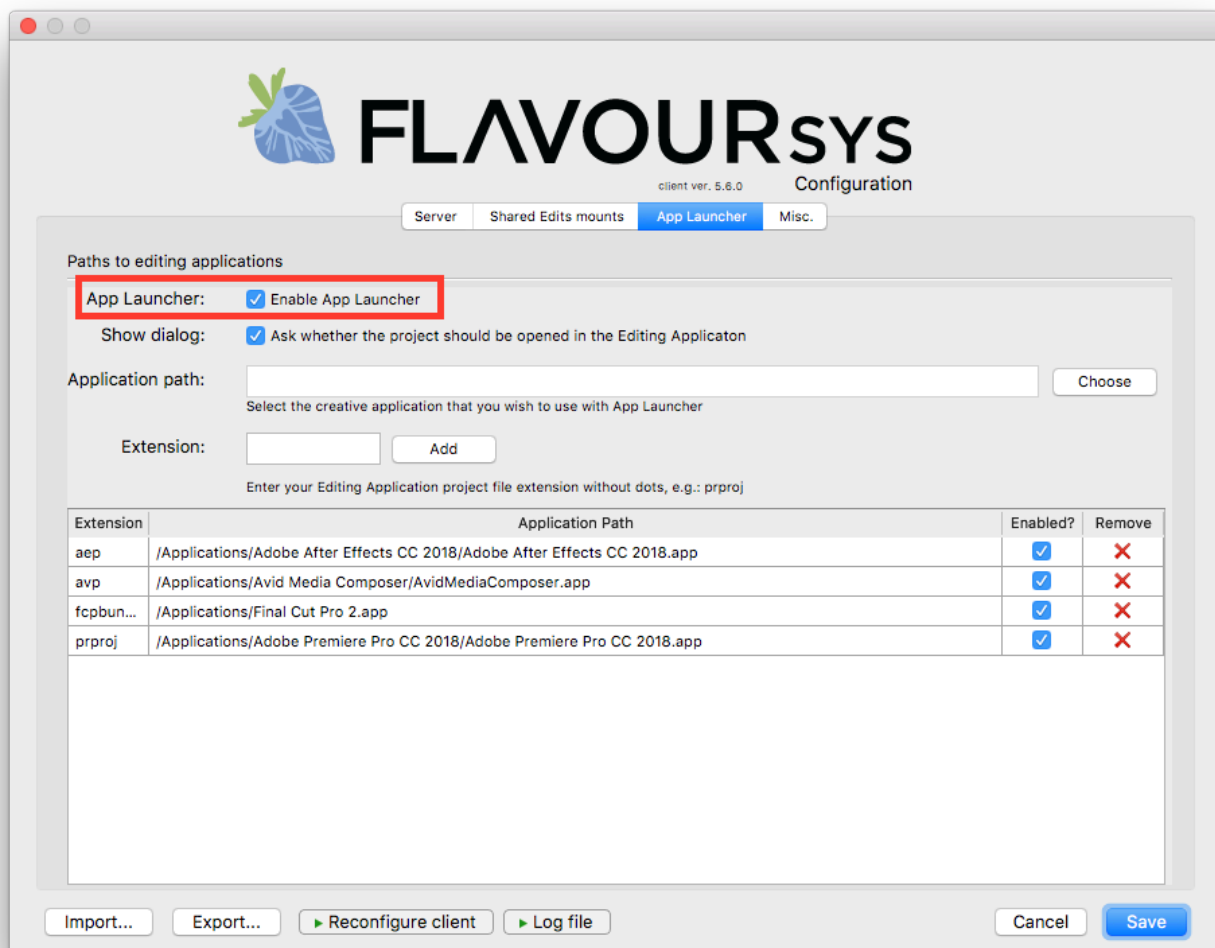
5. Once you are done, press save
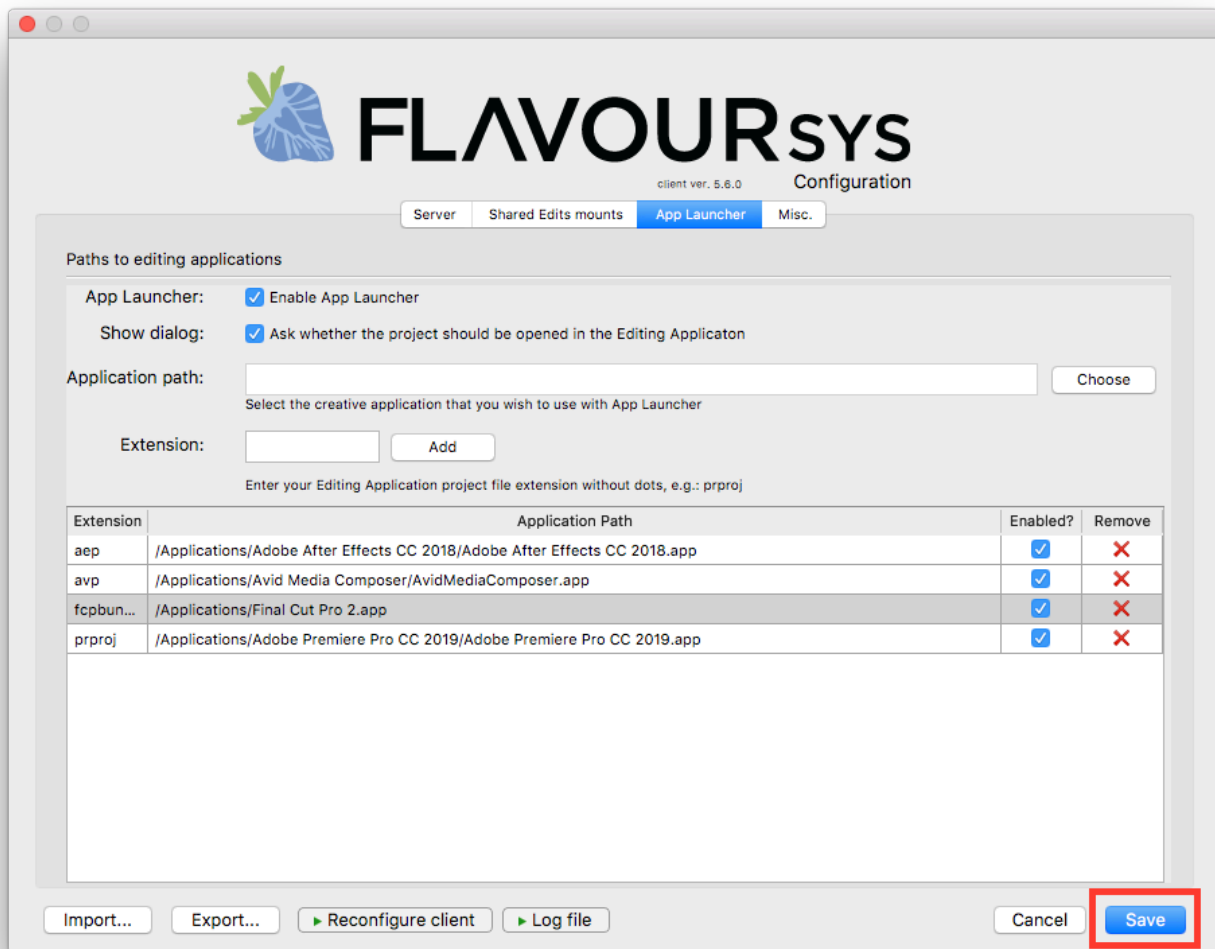
*Last modified: Mar 24, 2021*

# 3.4.1.3.2. Adding a new Application to App Launcher

1. Open the Strawberry client application and log in as an Administrator
2. Press "cmd+e" (macOS) or "ctrl+e" (Windows) to open the client configuration
3. Click on the "App Launcher" tab
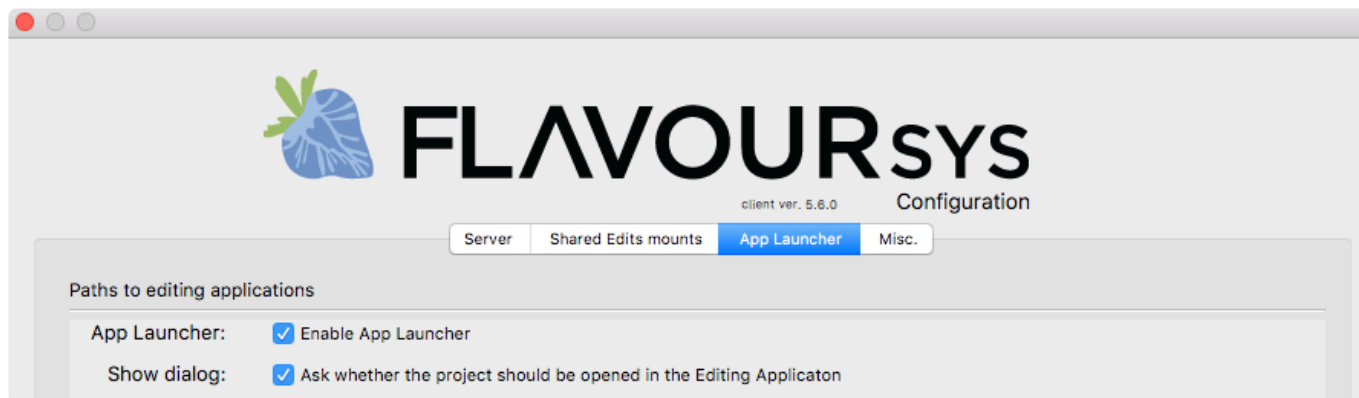
4. Next to "Application Path", click on the "Choose" button
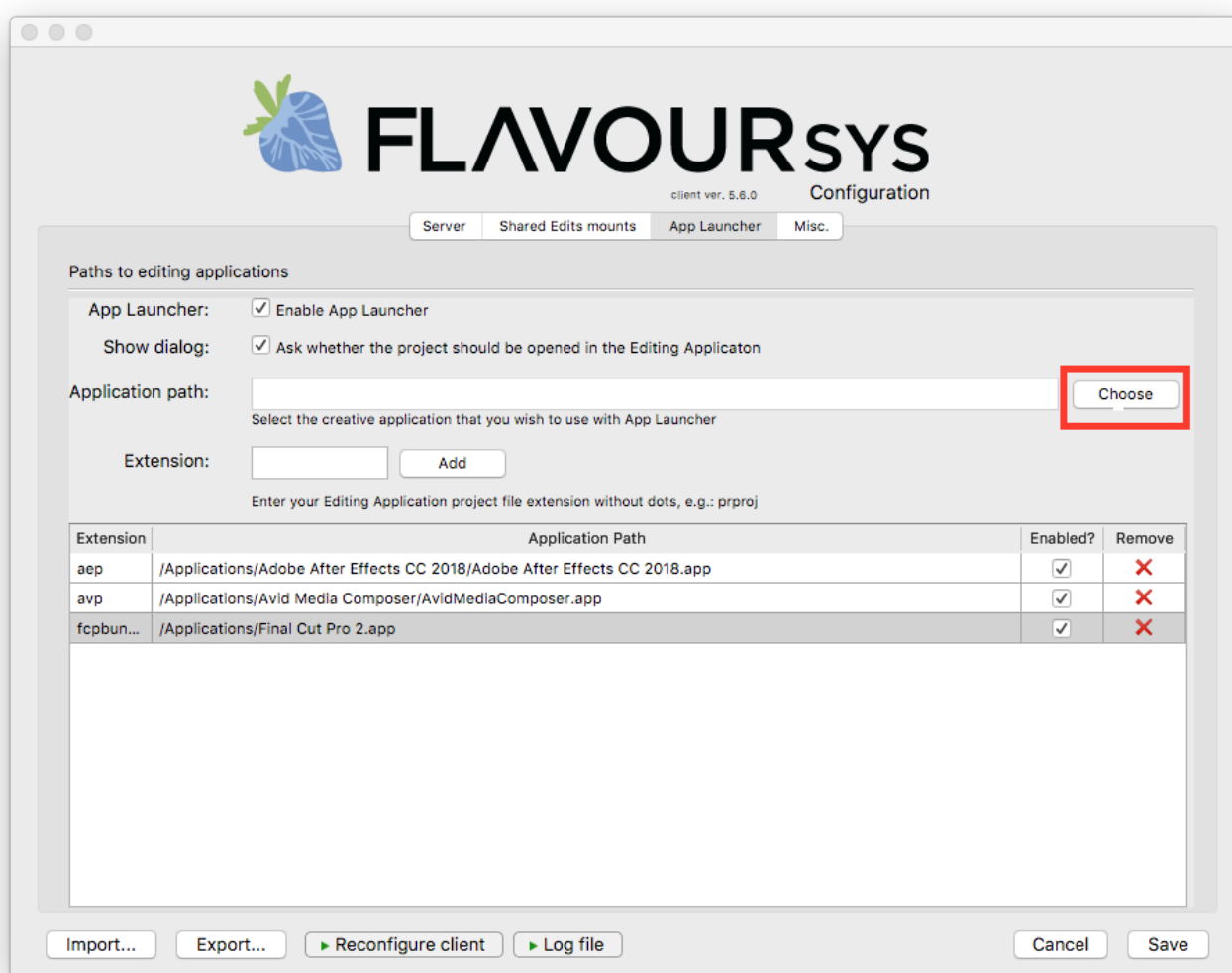


5. Navigate to the executable of the desired editing application and double-click on it
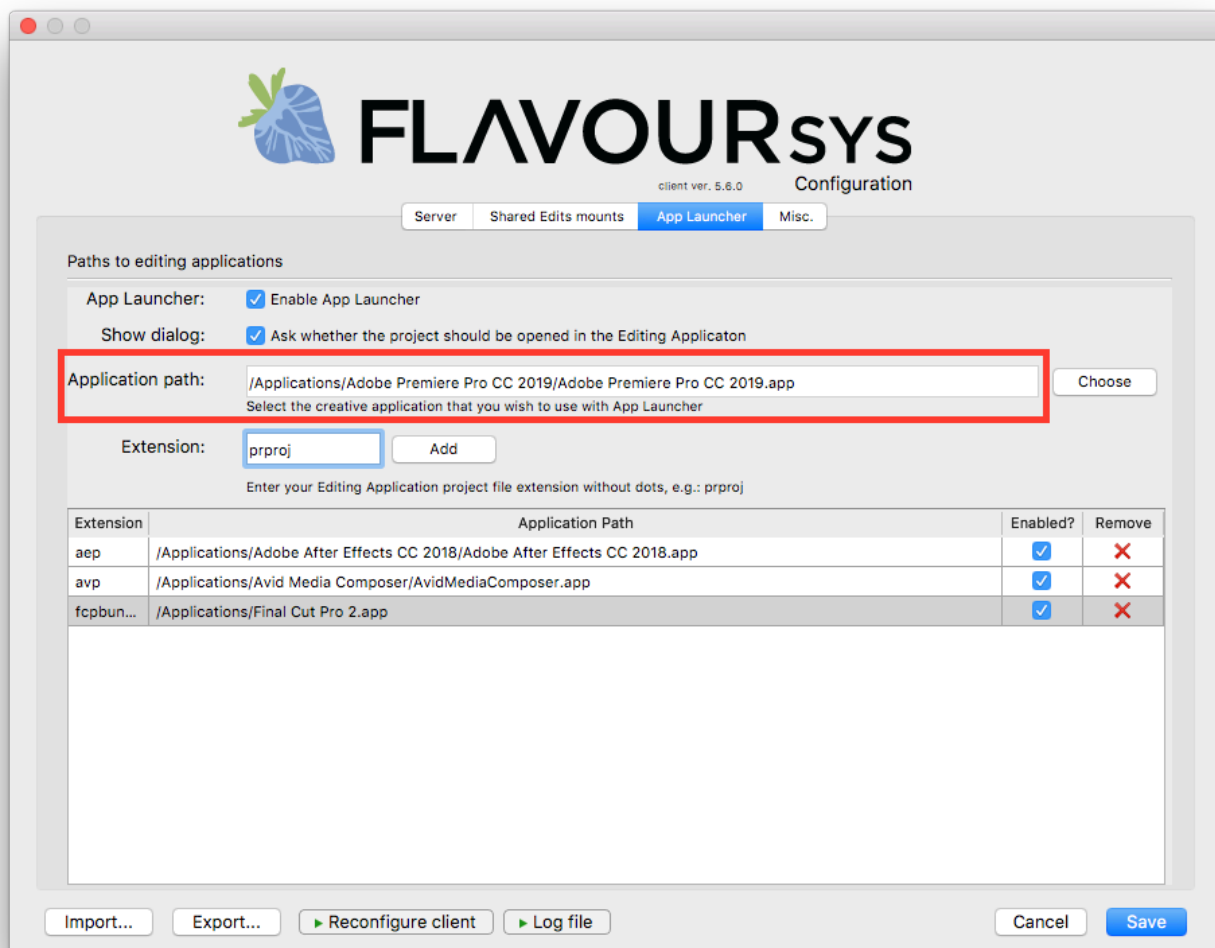
6. Now go to the "Extension" field below and type in the project file extension from your previously chosen application. Do not use a dot in this field!
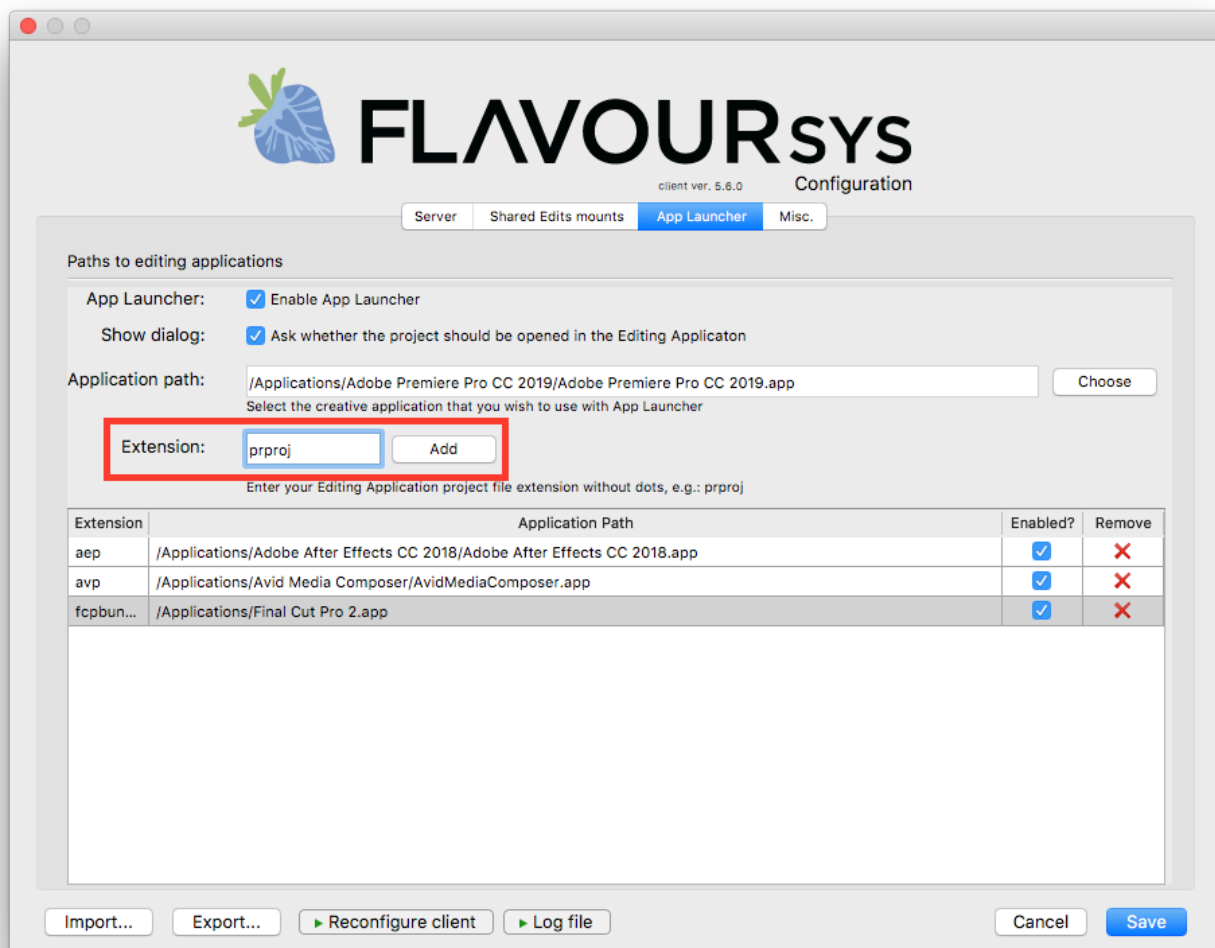
7. Once you have typed in the project file extension, click on the "Add" button
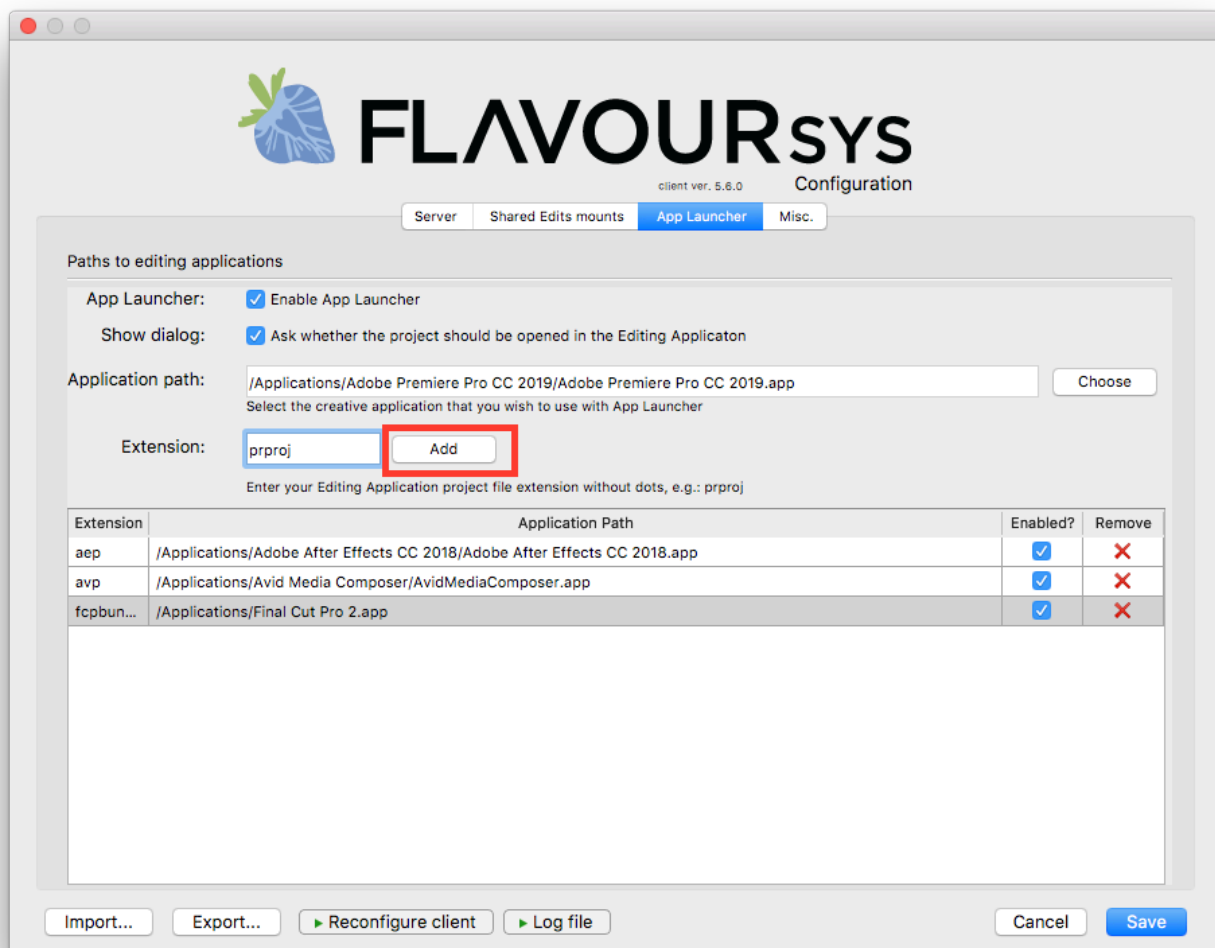
8. Repeat the steps 4-7 if you wish to add additional applications to "App Launcher"

9. Once finished, click on the "save" button to save the changes
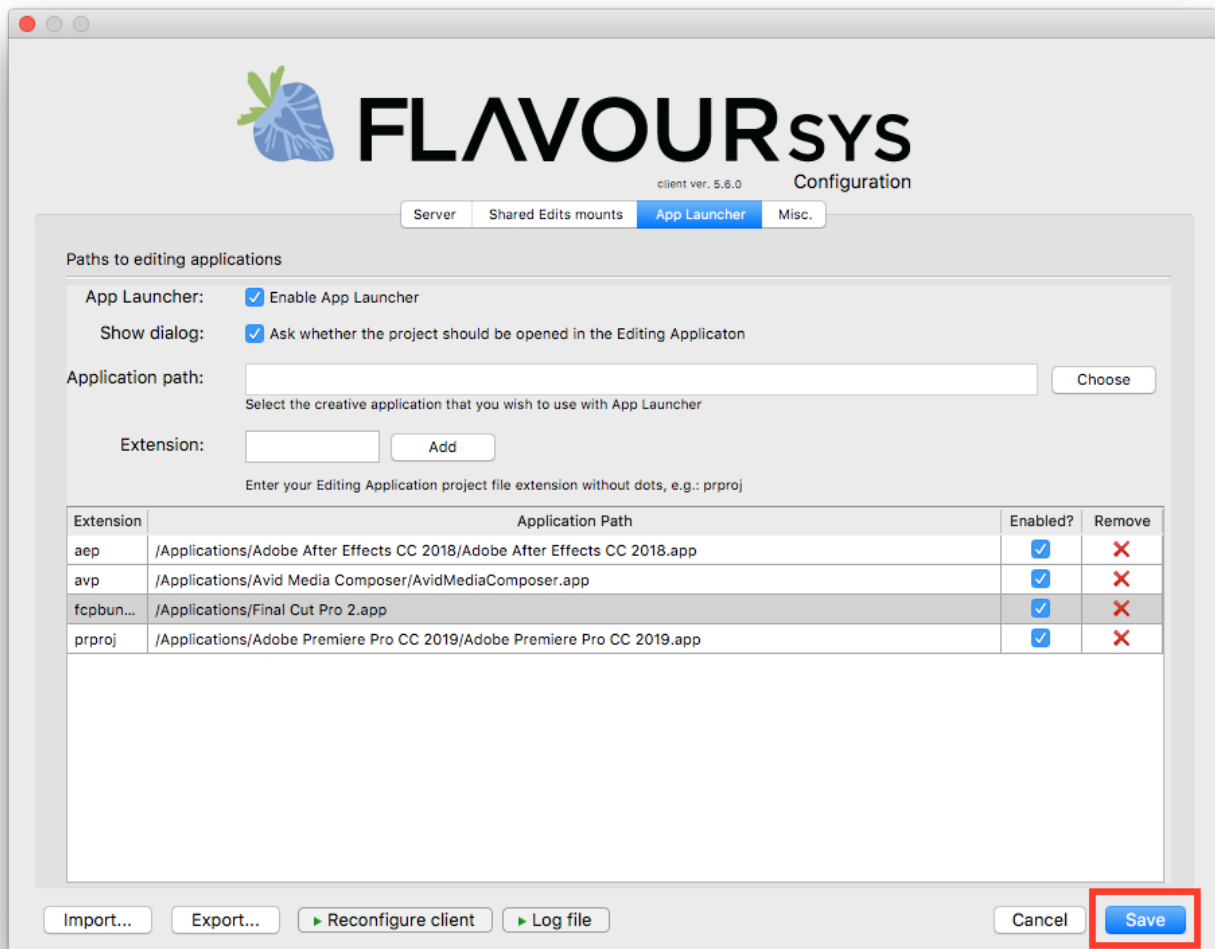
*Last modified: Mar 24, 2021*

# 3.4.1.3.3. Removing Individual Applications from App Launcher

1. Open the Strawberry client application and log in as an Administrator
2. Press "cmd+e" (macOS) or "ctrl+e" (Windows) to open the client configuration
3. Click on the "App Launcher" tab
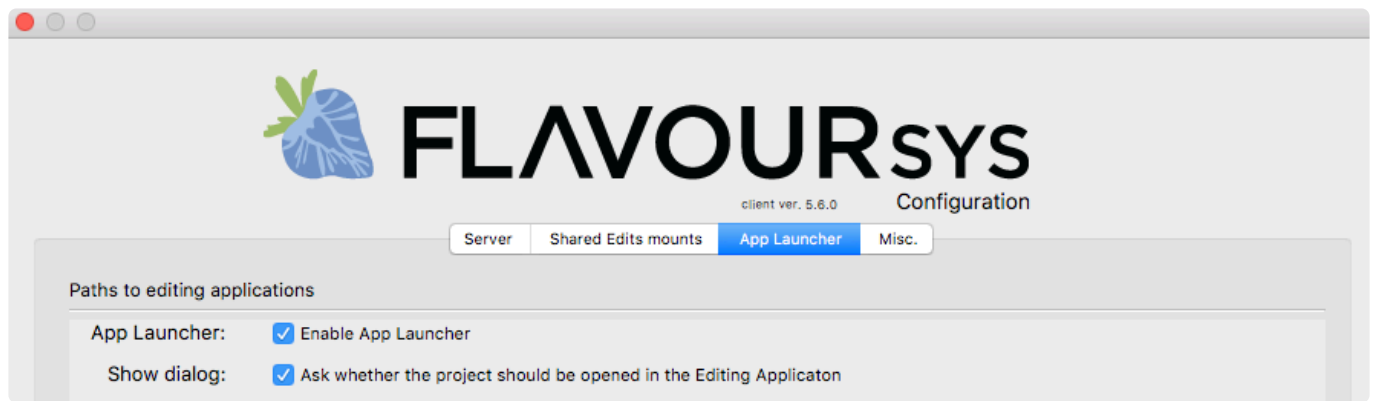
4. Click on the "X" button next to the App Launcher entry that you wish to remove
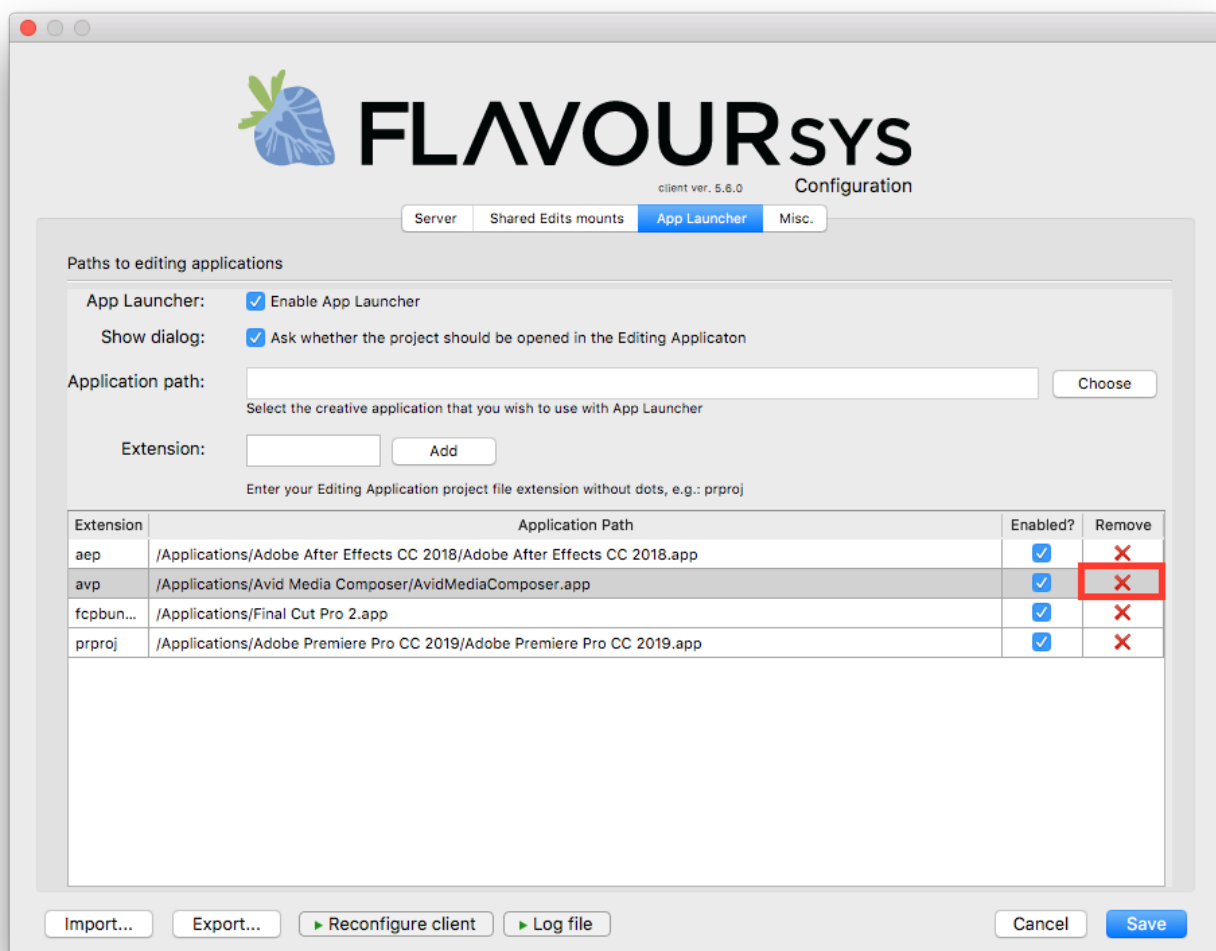


5. Once finished, click on the "save" button to save the changes
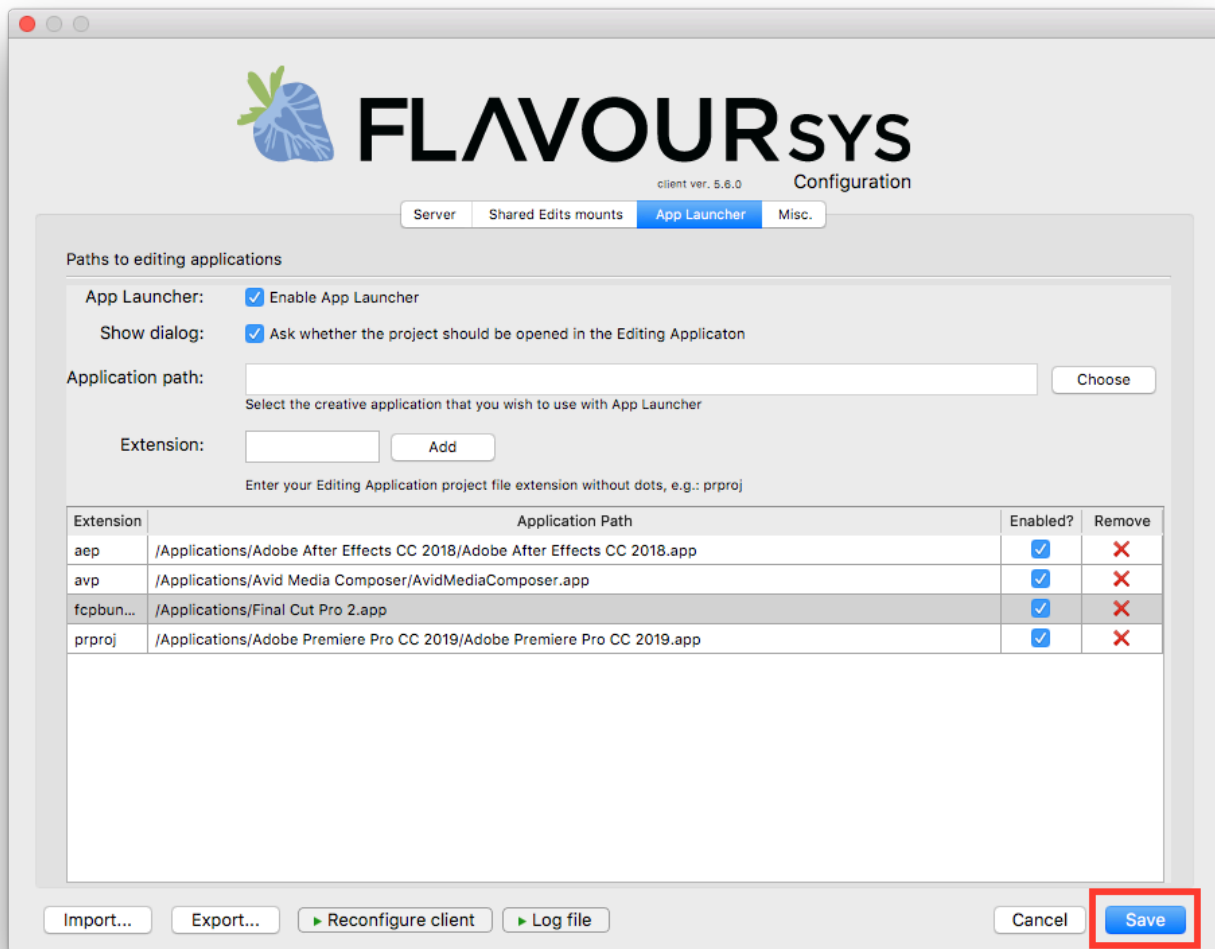
# 3.4.2. Windows

- [Installing the Client](#)
- [Configuring the Client](#)
- [App Launcher Configuration](#)

# 3.4.2.1. Installing the Client (Windows)

1. Go to the [Strawberry product download page](#) and download the latest client for your Strawberry server version.
2. Double-Click on the .msi package to run the client installer.
3. Complete the steps of the installation. You may need to provide an administrator username and password.

# 3.4.2.2. Configuring the Client (Windows)

## Preparation

- Make sure that the client is installed.
- Make sure that the Strawberry-managed storage location `media_1/media` is accessible by the client computer.

## First-time Configuration

1. When you start the Strawberry client for the very first time, you will be greeted with a "No valid Configuration found." message.



2. Click `Yes` to proceed.

## Welcome Screen

3. On the next window you are offered to import an existing configuration file. If you have an existing configuration file, click on the `Import` button and select the file. This will pre-populate most values that are needed for the configuration. If you don't have an existing configuration file click `Next >`. When clicking `Next >` you will be directed to the Server Configuration.

# Server Configuration

4. In the Server Configuration, you must enter…

- .. the hostname or IP address of the Strawberry server. When using SSL, please type `https://` in front of the hostname or IP address.
- … the name of the edit on which you are currently performing the configuration. Please ensure that the edit name does not contain spaces, as this can cause problems with SMB down the line.

The "Storage Type" will be automatically set to "Shared Edits Mode".

Wizard                                                                        ?        ✕

## Server configuration

Please provide basic information about the server.

| | |
|---|---|
| Strawberry Server: | http://200.0.0.110/ |
| | Enter the hostname or IP address of the Strawberry Server. Make sure the Strawberry Server is accessible from this workstation. |
| Name of this edit: | Edit01 |
| | Enter the name of the edit. The corresponding directories will be automatically created on the server. |
| Storage type: | Shared Edits ⌄ |
| | Choose the type of storage infrastructure deployed at your site. |

Cancel        < Back        Next >

5. When finished click `Next >`.

6. The client will now inform you that the storage needs to be mounted in order to proceed with the configuration process. `media_1/media` is mounted on the client computer and it can be accessed.

7. Click `Next >` to proceed. You will be directed to a page called "Shared Edits mounts configuration".

# Shared Edits Mounts Configuration

9. In the "Shared Edits mounts configuration" you need to provide the following information:

- Drive Letter: the drive letter under which open Strawberry project should be mounted on the client machine. Make sure that this drive letter is the same across all your edits!
- Use storage name as prefix for open projects: Only check this box, if your Strawberry server manages more than one physical storage volume. Otherwise, keep the box unchecked.
- Storage mount points: Click the `Add` button and navigate to `media_1/media` directory on your storage. Alternatively, you can also click the `Add` button and then enter a UNC path into the `Folder` field as shown here:
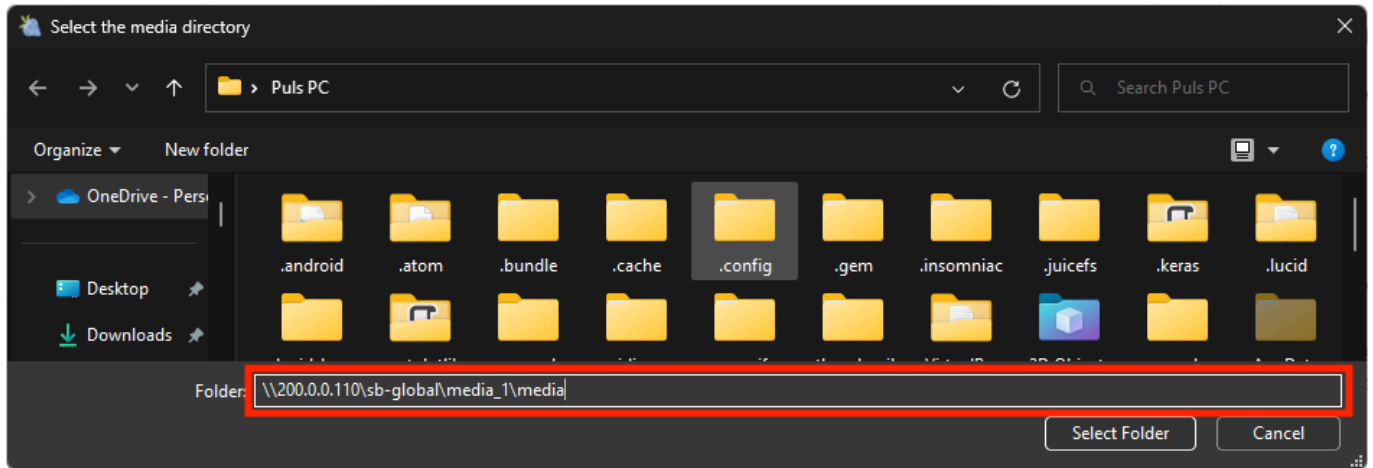
10. Click on the `Select Folder` button to set the path.

11. Click `Next >` to proceed. You will be directed to a page named `Paths to editing applicatio ns` (Aka. App Launcher)

## App Launcher

11. Please visit the App Launcher Configuration chapter to learn how to configure App Launcher.

12. When finished, click `Next >`. You will be directed to the "Miscellaneous Options".

## Miscellaneous Options

• Create desktopsShortcut: When opening a project, Strawberry will create a desktop shortcut to the project mount. This is a convenience feature for users.
• Perform UID/GID challenge: This is a debug setting for support purposes. Only change this when instructed by support.
• Storage Whitelist: Can be ignored.
• Library Paths: Can be ignored.

13. Click `Finish` to finalize the configuration. The client will restart automatically.

*Last modified: Feb 20, 2023*

# 3.4.2.3. App Launcher Configuration (Windows)

## About

With the "App Launcher" feature, the Strawberry client can automatically open editing/creative applications

## Contents

*Last modified: Feb 19, 2023*

# 3.4.2.3.1. Enabling/Disabling App Launcher

1. Open the Strawberry client application and log in as an Administrator.

2. Press "cmd+e" (macOS) or "ctrl+e" (Windows) to open the client configuration.

3. Click on the "App Launcher" tab.

4. Check the box next to "Enable App Launcher" to enable the feature or uncheck the box if you wish to disable it
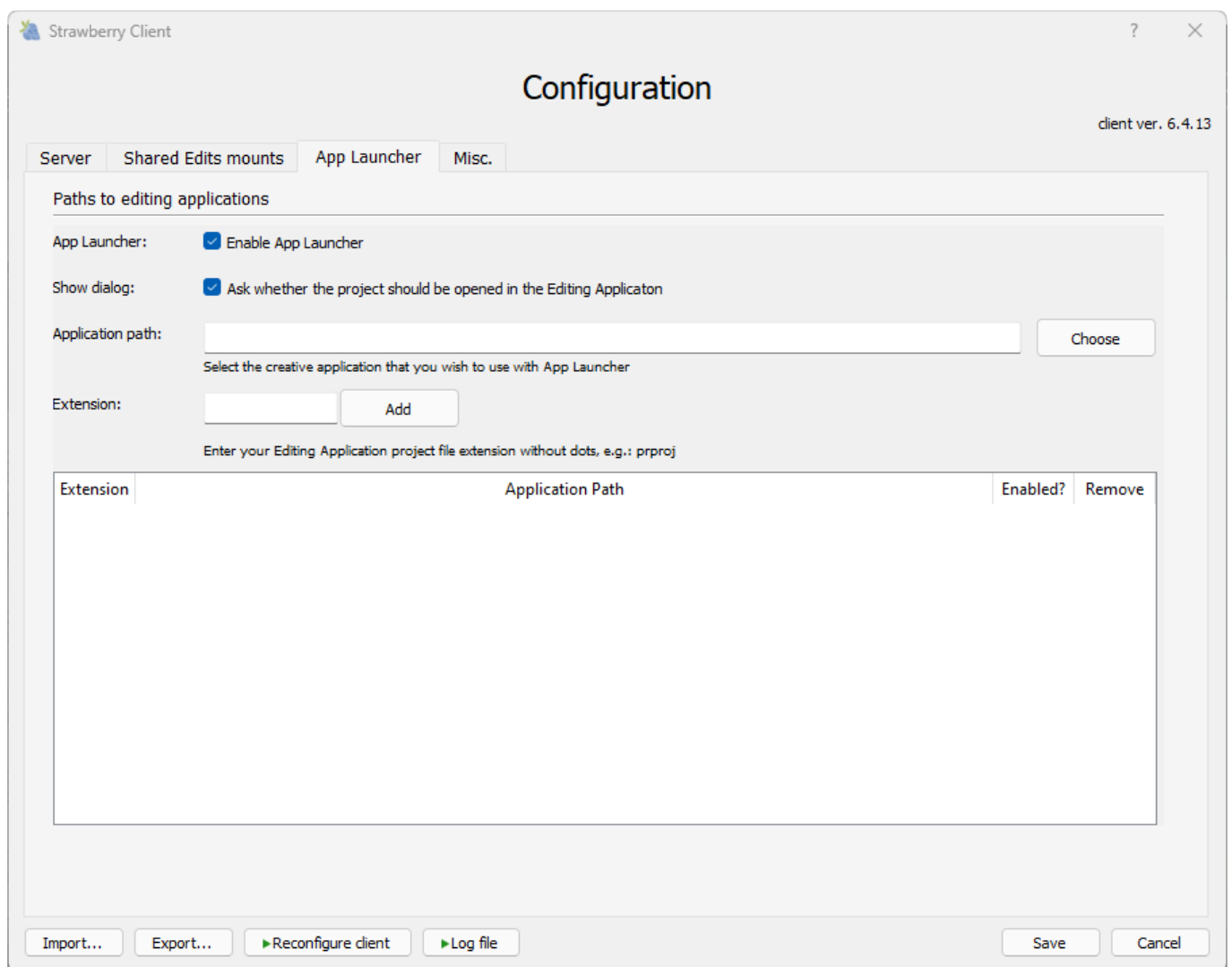


5. Once you are done, press save

*Last modified: Feb 19, 2023*

# 3.4.2.3.2. Adding a new Applicatoin to App

# Launcher

1. Open the Strawberry client application and log in as an Administrator
2. Press "cmd+e" (macOS) or "ctrl+e" (Windows) to open the client configuration
3. Click on the "App Launcher" tab
4. Next to "Application Path", click on the `Choose` button
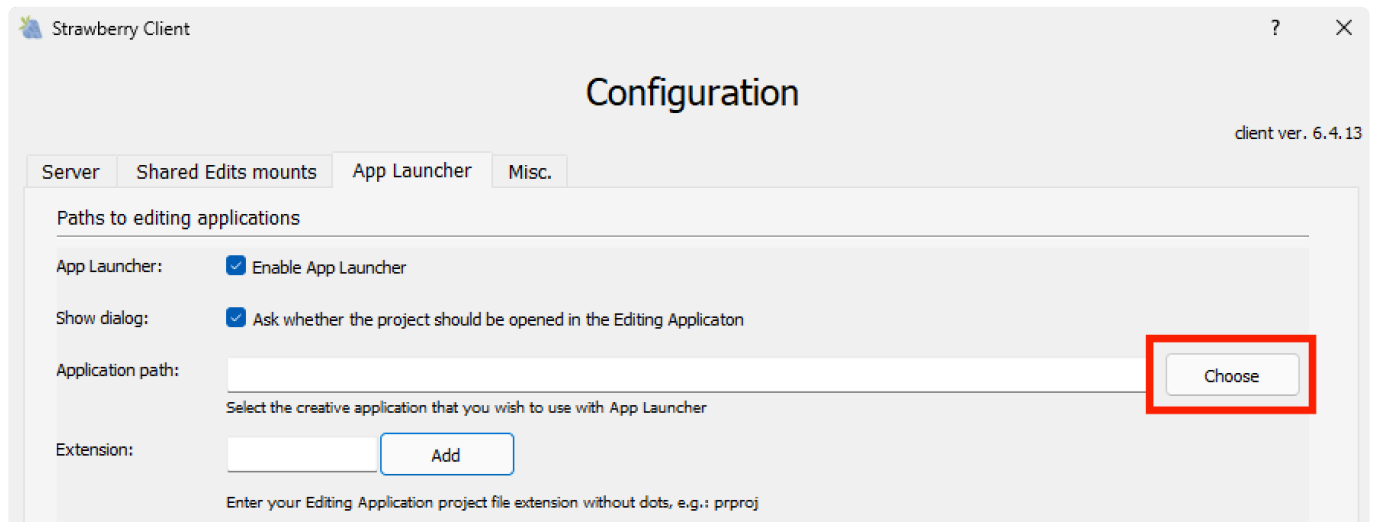


5. Navigate to the executable of the desired editing application and double-click on it. The path to the executable will now appear as the app launcher `Application Path`.
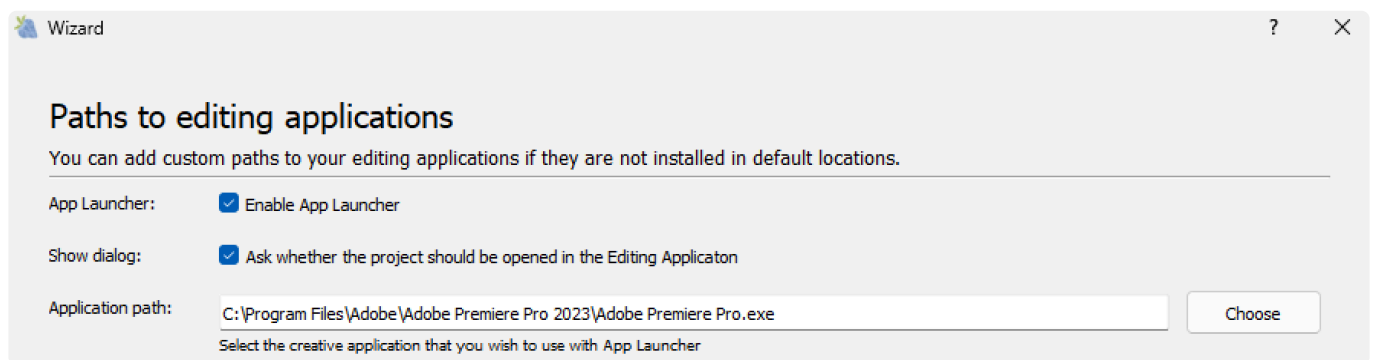


6. Now go to the "Extension" field below and type in the project file extension from your previously chosen application. For example… If the application is Premiere, then the project file extension is `prproj`. If the application is After Effects, then the project file extension is `aep`. If the application is Media Composer, then the project file extension is `avp`. Do not use a dot in the extension field!
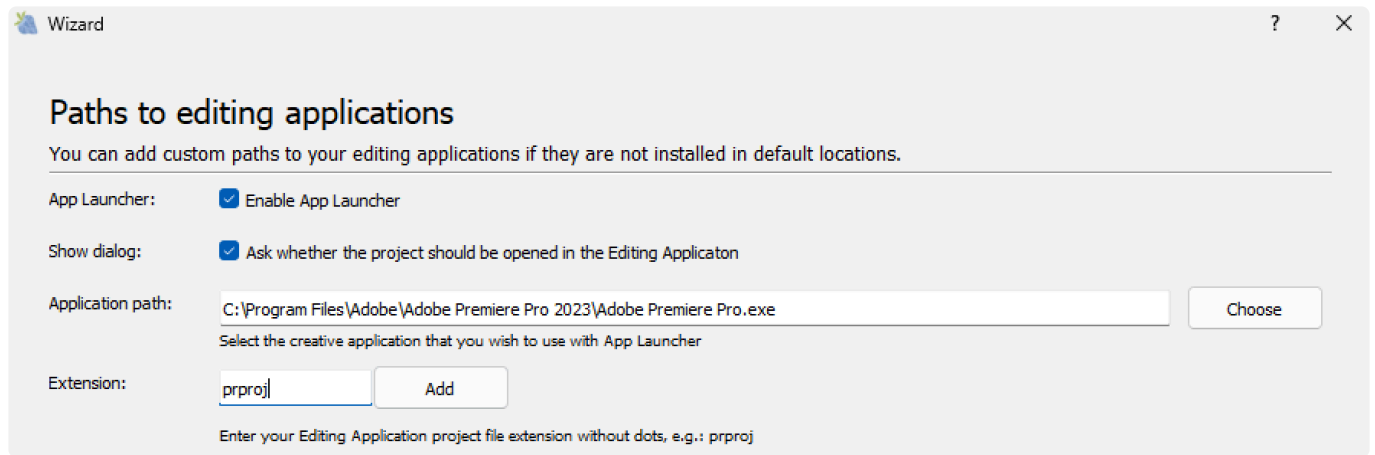
7. Once you have typed in the project file extension, click on the `Add` button. The app launcher entry will be created right away.
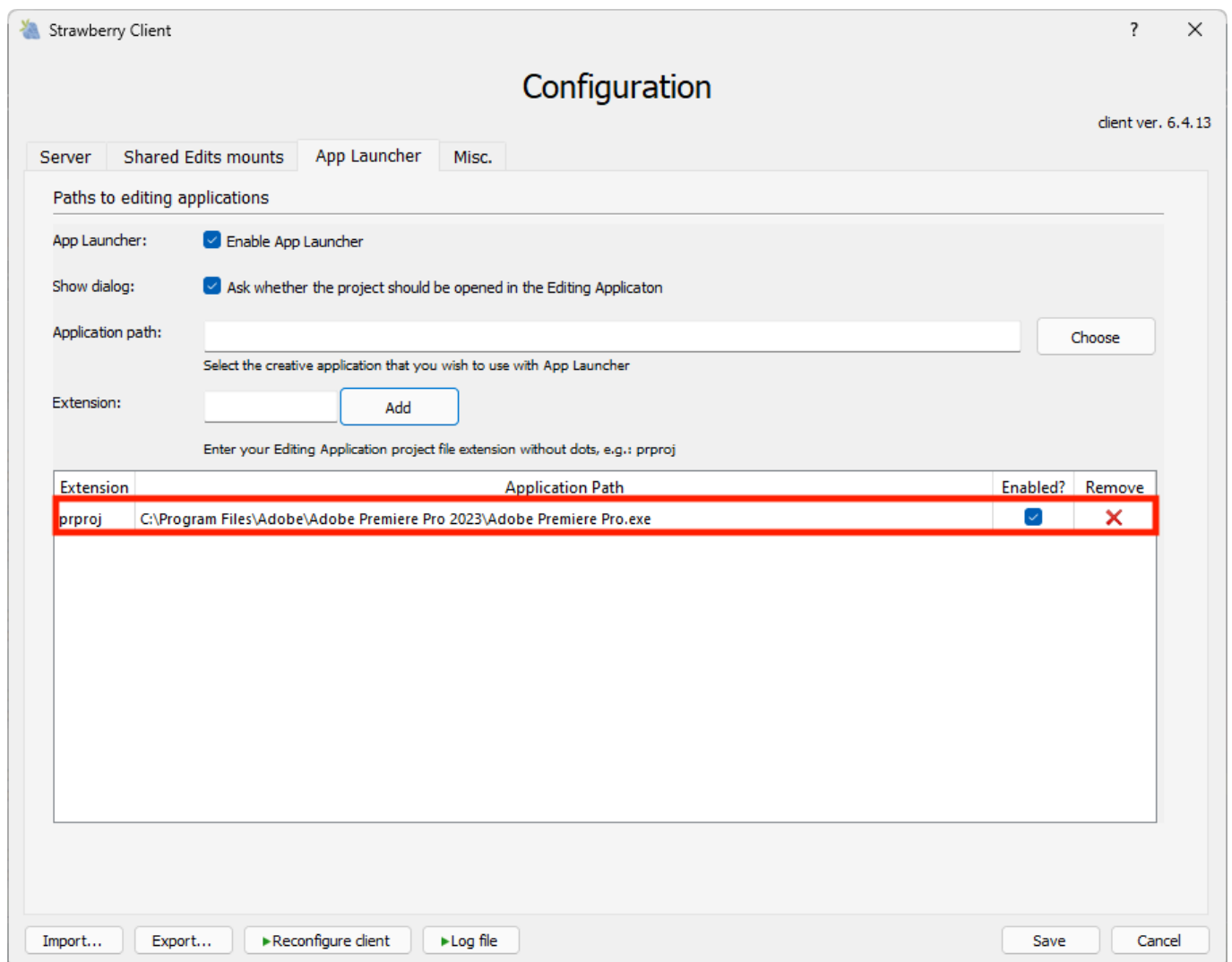


8. Repeat steps 4-7 if you wish to add additional applications to "App Launcher"

9. Once finished, click on the `Save` button in the lower right corner of the configuration window.

# 3.5. 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: Mar 24, 2021*

# 3.5.1. Installing the Adobe CC Panel

## Requirements

- The below instructions are only valid when installing Adobe panel version 6.4.8 or a newer version of the panel. For older panel versions, please use this alternative way of installing.
- 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.
- After the installation, make sure that the Premiere Media Preferences are set accordingly to our recommendations

## Installation

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-x.x.x"

### MacOS

1. Double-click on the "install.command" file.
2. You will see the message `"install.command" cannot be opened because it is from an unidentified developer`. Click `OK` and then confirm the message `The application "Terminal" can't be opened`. with by clicking `OK` again.
3. Open `System Settings` and navigate to `Privacy & Security`.
4. Next to the message `"install.command" cannot be opened because it is from an unidentified developer.`, click on the button `Open Anyway` and confirm with your password or fingerprint.

5. If Creative Cloud Manager is not running, it will launch automatically. Once the installation has been completed, the command prompt will return a success message.

```
Installation Successful for extension with file path = ...
```



## Windows

Double-click on the "install.cmd" file. If Creative Cloud Manager is not running, it will launch automatically. Once the installation has been completed, the command prompt will return a success message.

```
Installation Successful for extension with file path = ...
```



## Troubleshooting

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

*Last modified: Feb 20, 2023*

# 3.5.1.1. 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*

# 3.5.2. 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: Mar 24, 2021*

# 3.5.3. 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 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 see a `Removal Successful` message in macOS Terminal upon completion.

3. **Windows**: Double-click on the "remove.cmd" file. You will see a `Removal Successful` message in Windows Command Prompt upon completion.

*Last modified: Feb 14, 2023*

# 3.5.4. 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: Mar 24, 2021*

# 4. Strawberry Add-on Manuals

## Contents

- [Bin Locking Module](#)
- [High Availability](#)
- [Proactive Deduplication Service](#)
- [Skies Cloud Infrastructure](#)
- [Skies Remote Editing For Adobe Premiere Pro](#)
- [The Communications System](#)
- [Preditor](#)
- [Watchfolders & Libraries](#)

*Last modified: Nov 13, 2023*

# 4.1. Bin Locking Module

## About

Strawberry's Bin Locking Module 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 the BinLocking Module on a Strawberry system](#)

*Last modified: Oct 24, 2022*

# 4.2. 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: Mar 24, 2021*

# 4.2.1. Active/Passive Cluster Architecture Diagram

**Strawberry Active/Passive Cluster**

| | | | |
|---|---|---|---|
| floating_ip | 10.0.0.123 | | |
| drbd_mount | Master | | |
| drbd | Primary | → sync → | Secondary |
| postgresql | Master | | |
| memcached | | | |
| rnginxd | | | |
| redis-server | | | |
| strawberry-cable | | | |
| strawberry-sidekiq | | | |
| strawberry-searchd | | | Services |
| Resource Manager | Pacemaker | | |
| Messaging | CMAN | | Cluster Stack |
| | Strawberry_HA1 | Strawberry_HA2 | Hardware |
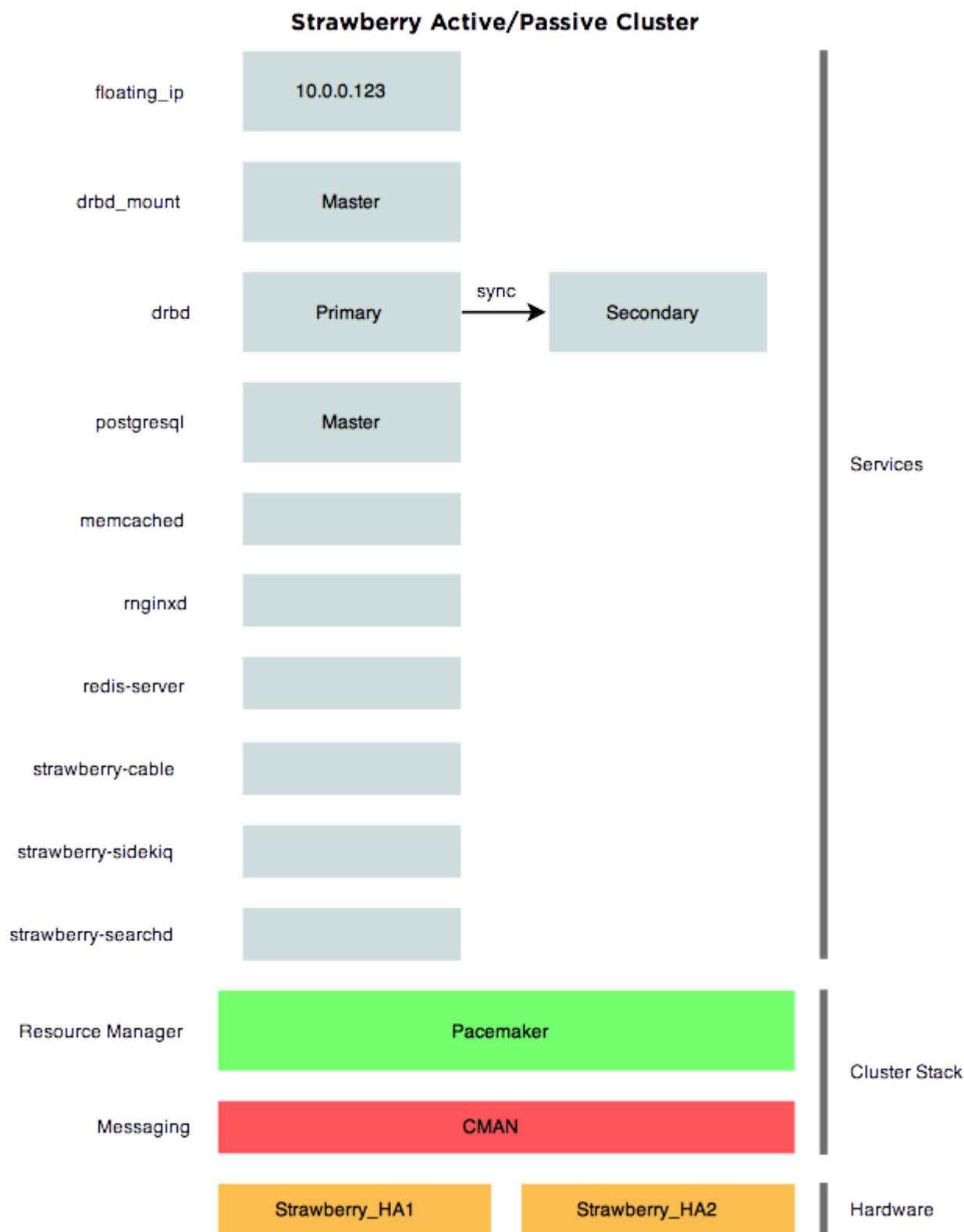
*Last modified: Mar 24, 2021*

# 4.2.2. 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: Mar 24, 2021*

# 4.2.3. 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: Mar 24, 2021*

# 4.2.4. 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: Mar 24, 2021*

# 4.2.5. 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: Mar 24, 2021*

# 4.2.6. 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: Mar 24, 2021*

# 4.2.7. 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: Mar 24, 2021*

# 4.2.8. 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: Mar 24, 2021*

# 4.2.9. 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: Mar 24, 2021*

# 4.2.10. 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: Mar 24, 2021*

# 4.3. Proactive Deduplication Service

## Requirements

- This feature is available since Strawberry version 6.4.19
- The Proactive Deduplication Service is a license feature and requires separate activation. Please contact our sales team for pricing.

## About the Service

At Projective, our focus is to make your (post-production) life easier, so we have designed the Proactive Deduplication Service, as part of Strawberry. It deploys state-of-the-art methodologies to reliably identify and eliminate file duplicates on shared storage while remaining non-intrusive to editorial users and their workflows.

Typical IT-based deduplication products do not take into account the crucial links between post-production projects and files, carelessly deleting duplicate files and creating "media offline" situations that highly frustrate your editors. This is where Strawberry's Proactive Deduplication Service excels – as it works closely with your existing post-production database, project integrity and associated metadata are fully preserved. Please have a look at our website for more information.

## Contents

- Deduplication FAQ
- Enabling Deduplication
- Deduplication Reports

*Last modified: Jan 17, 2023*

# 4.3.1. Deduplication FAQ

### How does deduplication work?

The process begins by detecting duplicates using modern cryptographic hashing algorithms and generating a unique hash per file, also known as a fingerprint. Once a duplicate is identified, it is replaced with a hard link to the other file. For any editing application that works with Strawberry (e.g. Adobe© Premiere© Pro, Avid MediaComposer…), this hard link is no different from the deleted file, as it has the same binary content. Additionally, Strawberry ensures that the hard link has the same name as the deleted file, keeping path consistency and preventing "media offline" errors. Please have a look at our website for more information.

### Which requirements must a file fulfil to get deduplicated?

- The file must have been fingerprinted by Strawberry.
- The file must be a duplicate, meaning it must have the same essence fingerprint as at least one other file.

- The file must be on production storage in a Strawberry-managed project or in an ingest library. Files in external libraries as well as files in the archive cannot be deduplicated.
- The file must be at least 1 Megabyte in size.

## How often does the deduplication job run?

The deduplication job runs once per night at around 4 am server time.

## When are deduplication reports generated?

Deduplication reports are generated as soon as the nightly deduplication job has deduplicated files. If the job does not deduplicate any files no new report is generated.

## How can I access deduplication reports?

Deduplication reports can be accessed in various ways. For more info on this topic, please have a look at the related manual section.

## Does deduplication also include archived content?

No. Deduplication does not include files that are in the archive.

## How does Fingerprinting work?

There is a dedicated manual section for fingerprinting.

*Last modified: Oct 10, 2023*

# 4.3.2. Enabling Deduplication

## Requirements

- The proactive deduplication service is available since Strawberry version 6.4.19
- The Proactive Deduplication Service is a license feature and requires separate activation. Please contact our sales team for more information.

## Good to know

Once deduplication has been enabled, it will take a while for the setting to take effect. Fingerprinting and deduplication are recurring nightly jobs that are automatically triggered by Strawberry. Once the Proactive Deduplication Service is enabled, check back the next day to see updated stats in the admin panel.

## Usage

1. Login to the Strawberry admin panel.
2. Click on the `Assets` tab.

3. Click on `Deduplication Options` **accordion**.
4. Check the box next to `Turn on Deduplication`. You don't need to press `Save` after checking this box.
5. **Recommended**: Provide an email address to which daily deduplication reports should be sent. Once you have entered the email address, click on the `Save` button. You can enter multiple email addresses [as described here](#).

*Last modified: Jan 17, 2023*

# 4.3.3. Deduplication Reports

## Requirements

- This feature is available since Strawberry version 6.4.19
- The Proactive Deduplication Service is a license feature and requires separate activation. Please [contact our sales team](#) for pricing.

## About

Whenever Strawberry deduplicates files, a deduplication summary can be viewed in the Strawberry admin panel. Additionally, Admins can download a detailed deduplication digest from the Strawberry admin panel as an XLSX file and/or receive regular report emails. The following chapters describe each of these methods.

## Contents

- [Admin Panel Summary](#)
- [Deduplication Email Report](#)
- [Deduplication XLSX Report](#)

*Last modified: Jan 17, 2023*

# 4.3.3.1. Admin Panel Summary

## Requirements

- This feature is available since Strawberry version 6.4.19
- The Proactive Deduplication Service is a license feature and requires separate activation. Please [contact our sales team](#) for pricing.

## About

The Strawberry admin panel provides various duplication data points:

- The percentage of files on the shared storage that have a [fingerprint](#).
- The space freed up during the last deduplication run.

- The space freed up since the deduplication service has been enabled.

DEDUPLICATION OPTIONS  >

▢  Enable Deduplication  ☑
▢  Email daily deduplication report to    admin@example.com

72% of all files on the shared storage have been fingerprinted.

Deduplication has freed up 54 GB during the last run on 2022-11-14 at 05:00, deduplicating 172 files.
Deduplication has freed up 10.2 TB in total, deduplicating 98,407 files to this day.

SAVE        Download Report XLS

# Usage

1. Login to the Strawberry admin panel.
2. Click on the `Assets` tab.
3. Click on `Deduplication Options` accordion.

## Percentage of fingerprinted files

This data point shows you what percentage of files on your Strawberry-managed shared storage have been fingerprinted. Ideally, this value is at 100% but it can be lower if Fingerprints have not yet been created for all files. This can happen when…

- … you just got updated from a Strawberry version that did not support fingerprinting.
- … you got updated from Strawberry a version that supported fingerprinting but the fingerprinting job was not enabled.

Either way, Strawberry version 6.4.18 and newer versions enable fingerprinting by default. Additionally, a nightly job checks for all files that don't have a fingerprint and adds them to the Sidekiq fingerprinting queue. Fingerprinting happens regardless of whether deduplication is enabled or not. If your storage's fingerprinting percentage is not at 100% yet, check if there is a fingerprinting job running in Sidekiq and check back after 24 hours.

- Related article: [About Fingerprinting](#)

## The space freed up during the last deduplication run

This data point shows you how much space has been freed up during the last deduplication run and how many files have been deduplicated in it. The data point is updated only when files are deduplicated during a run. When no files have been deduplicated, e.g. over the weekend, the last run might be a few days in the past.

**The space freed up since the deduplication service has been enabled**

This is an accumulated data point that shows how much space has been freed up since the deduplication feature has been enabled and how many files have been deduplicated since then.

*Last modified: Jan 17, 2023*

# 4.3.3.2. Deduplication Email Report

## Requirements

- This feature is available since Strawberry version 6.4.19
- The Proactive Deduplication Service is a license feature and requires separate activation. Please contact our sales team for pricing.

## About

When files have been deduplicated, Strawberry can send a detailed report via email. For this to work, at least one email address has to be added to the `Deduplication Options` in the Strawberry admin panel.

## Usage

1. Login to the Strawberry admin panel.
2. Click on the `Assets` tab.
3. Click on `Deduplication Options` accordion.
4. Here you can enter the email address that should receive deduplication reports. You can add multiple email addresses by separating them with commas, like in the below example.
5. Click on the `Save` button at the bottom.

## Example for multiple Email Addresses

```
admin1@example.com,admin2@example.com,admin3@example.com
```

*Last modified: Jan 17, 2023*

# 4.3.3.3. Deduplication XLSX Report

## Requirements

- This feature is available since Strawberry version 6.4.19
- The Proactive Deduplication Service is a license feature and requires separate activation. Please contact our sales team for pricing.

## About

When files have been deduplicated, Strawberry creates a deduplication report in the form of an XLSX file. The report details which files have been deduplicated and in which projects these files are located. The report can be downloaded from the Strawberry admin panel.

### Usage

1. Login to the Strawberry admin panel.
2. Click on the `Assets` tab.
3. Click on `Deduplication Options` accordion.
4. Click on the `Download Report XLSX` button at the bottom.

*Last modified: Jan 17, 2023*

# 4.4. 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](#)
- [Skies Tier Overview](#)

*Last modified: Jun 30, 2023*

# 4.4.1. 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 Article: AWS IP Address Ranges

## Step 3: Connecting Strawberry 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.

- Related Article: Giving Skies Access to a User

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: Apr 25, 2023*

# 4.4.2. 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: Mar 24, 2021*

# 4.4.3. Skies Security Information

## Infrastructure Security

- All data traffic within the Skies infrastructure is safeguarded using SHA-256 encryption paired with RSA encryption.
- Low-level access to Strawberry systems is not granted to Skies hubs.
- Root context is not utilized for the execution of Skies-facing components on Strawberry systems.

## Content Security

- All streaming proxies that can be accessed via Skies are pre-encrypted on the Strawberry system 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 access to its customer's content unless the customer explicitly provides access.

## Authentication Security

- [Robust password practices](#) are mandatory for all Skies users.
- All passwords are stored as cryptographic hashes on the Strawberry system.
- Strawberry supports Single Sign-on (SSO) for a wide range of services via the OpenID Connect protocol. Supported services include Okta, MyID, Azure AD and many more.

## Skies Hub Security

- Strawberry systems directly 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: Aug 17, 2023*

# 4.4.4. Skies Tier Overview

## Requirements

- Skies access can only be given to users if a valid [Skies subscription](#) is in place.

## Overview

| Feature | Creator | Contributor | Reviewer |
|---|---|---|---|
| Access to Galleries | x | x | x |
| Access to PAM UI | x | x | – |
| Access to Preditor | x | x | – |
| Remote Editing Features | x | – | – |
| Editing Proxy Import / Download | x | – | – |

*Last modified: Jun 30, 2023*

# 4.5. 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

- [Getting Started with Remote Editing](#)
- [Editing Proxy FAQ](#)
- [Remote Editing User Manual](#)

*Last modified: Mar 24, 2021*

# 4.5.1. 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?

Skies' remote editing workflow is centred around Adobe Premiere Pro and After Effects. It utilizes the Skies cloud infrastructure combined 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 without manually re-encoding or relinking media.

Remote editors only have to install the Skies panel extension for Adobe Premiere. This extension utilizes the Skies cloud infrastructure to connect the remote editors to the on-premise Strawberry system securely.
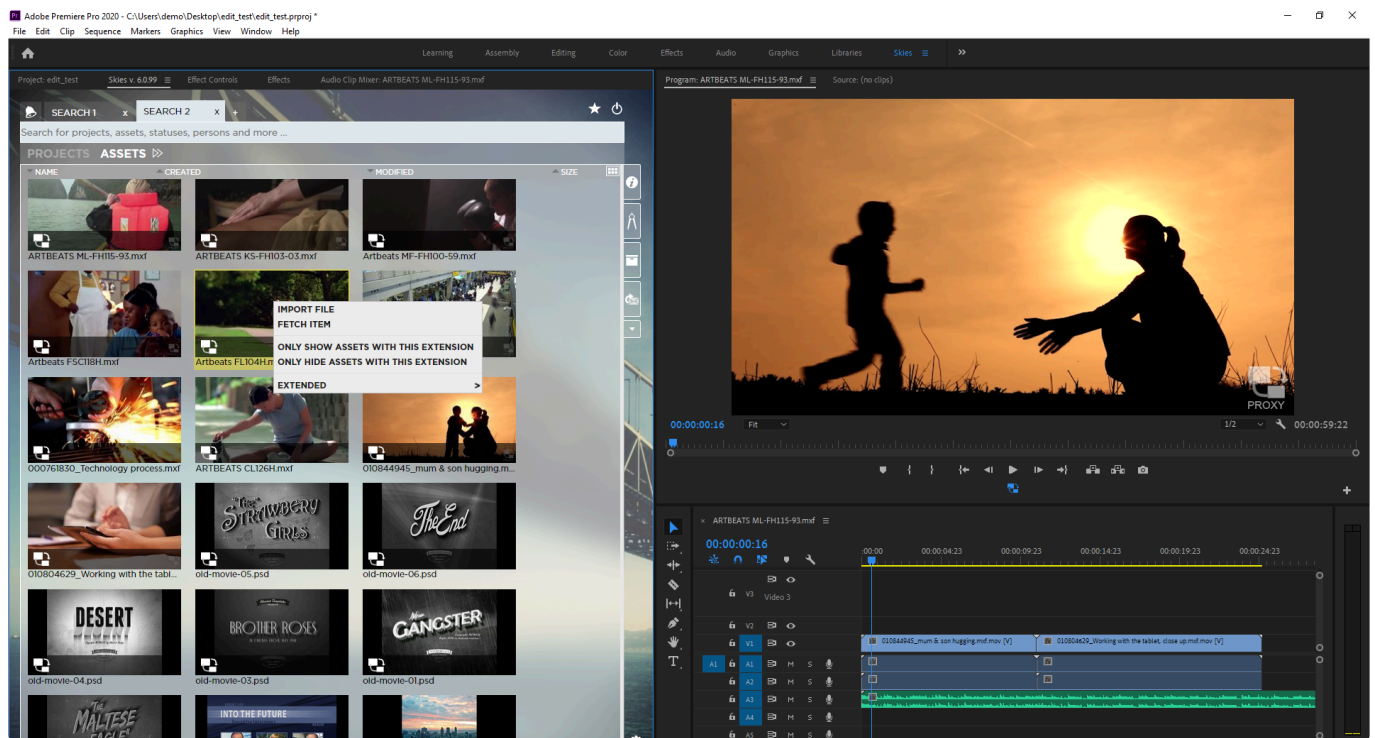


From here, editors can browse projects and libraries, scrub through videos, and import media or entire projects directly into Premiere as needed. Upon import, the panel extension downloads and imports the editing proxies instead of the HighRes media files. Since editing proxies are only a fraction of their source files' size, they download much faster and do not unnecessarily strain the companies' Internet bandwidth.

Size per Minute (MB)
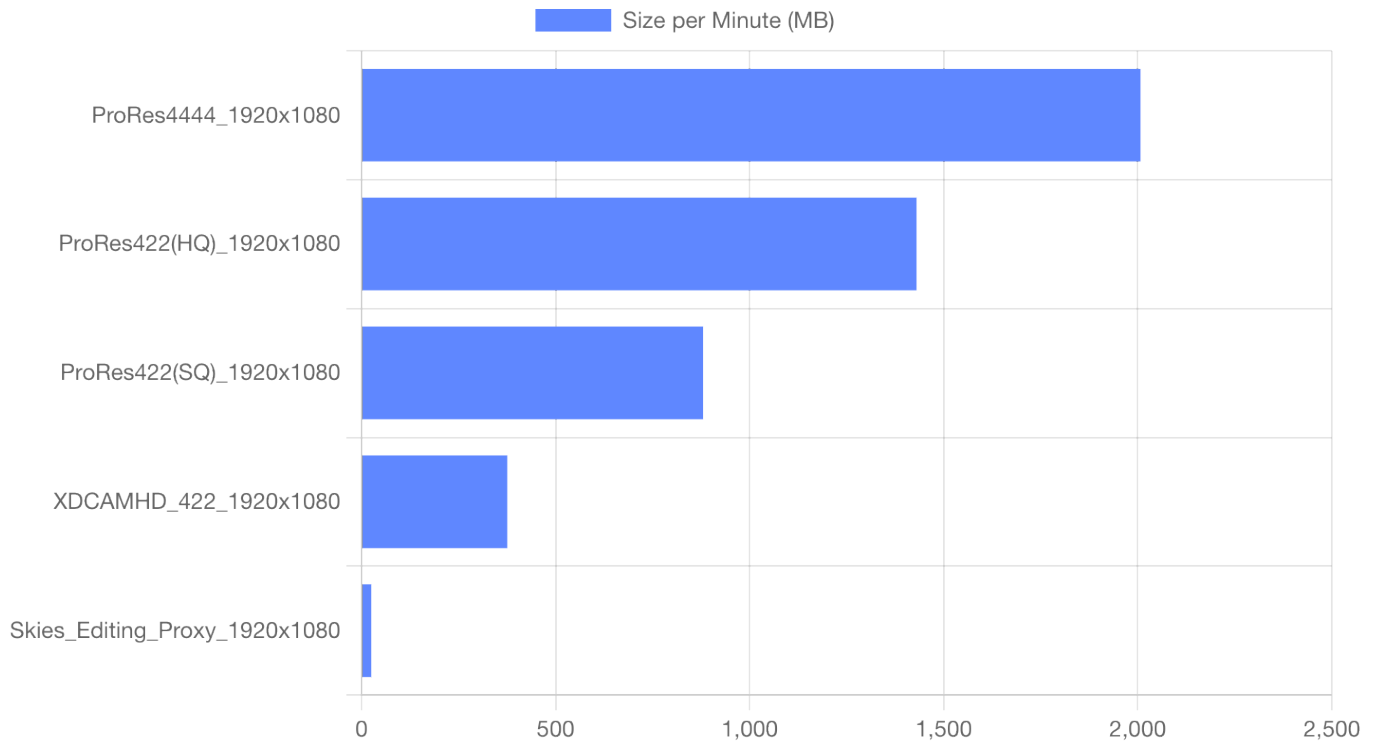


Once the remote editors have finished editing based on the editing proxies, they can upload their project files back to the on-premise system. When the uploaded project gets opened on-premise, Strawberry analyzes the project files and reconnects the HighRes media to the existing master clips of the editing 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 their changes back 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. Your 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

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, 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, 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: Nov 21, 2022*

# 4.5.2. 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 the `Same as Source` preset. Editing proxies created under this preset will always have the same resolution as their high-resolution counterparts, which simplifies conforming workflows.

- 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: Nov 04, 2021*

# 4.5.3. 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: Mar 24, 2021*

# 4.5.3.1. Installing the Skies Panel

This section will be available soon.

*Last modified: Mar 24, 2021*

# 4.5.3.2. 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
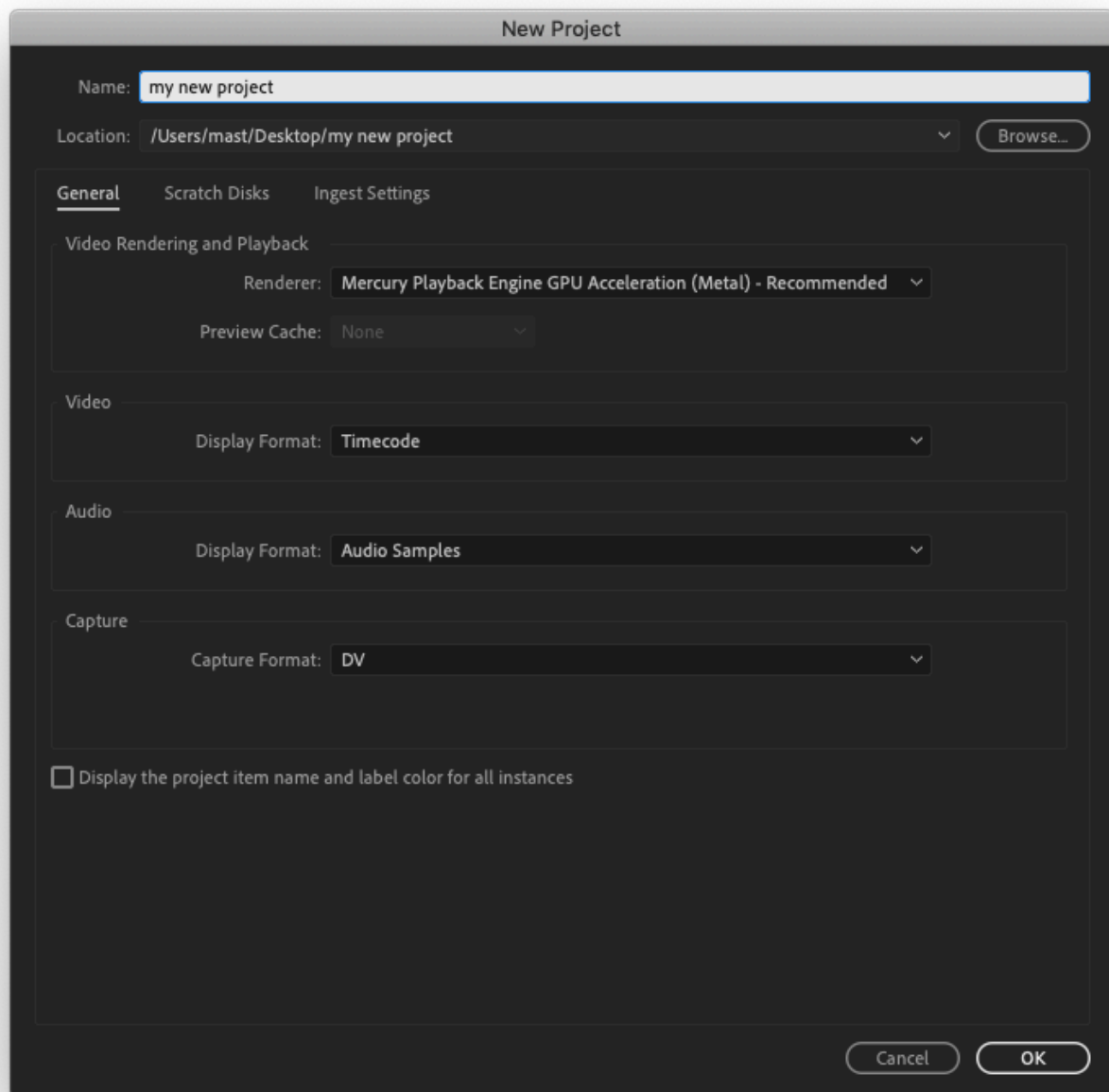
3. In Premiere, navigate to "Window → Extensions" and click on the "Skies" entry. The version number shown in the screenshot below might be different from the version number shown on your screen

| Window | Help | |
|--------|------|--|
| Workspaces | ▶ | sers/mast/Desktop/my new project/my new project.prproj |
| Find Extensions on Exchange... | | iting     Color ≡     Effects     Audio     Graphics |
| Extensions | ▶ | Skies v. 6.0.0 |
| Maximize Frame | ⇧Ü | |
| Audio Clip Effect Editor | | |
| Audio Track Effect Editor | | |
| Audio Clip Mixer | ⇧9 | |
| ✓ Audio Meters | | |
| Audio Track Mixer | ⇧6 | |
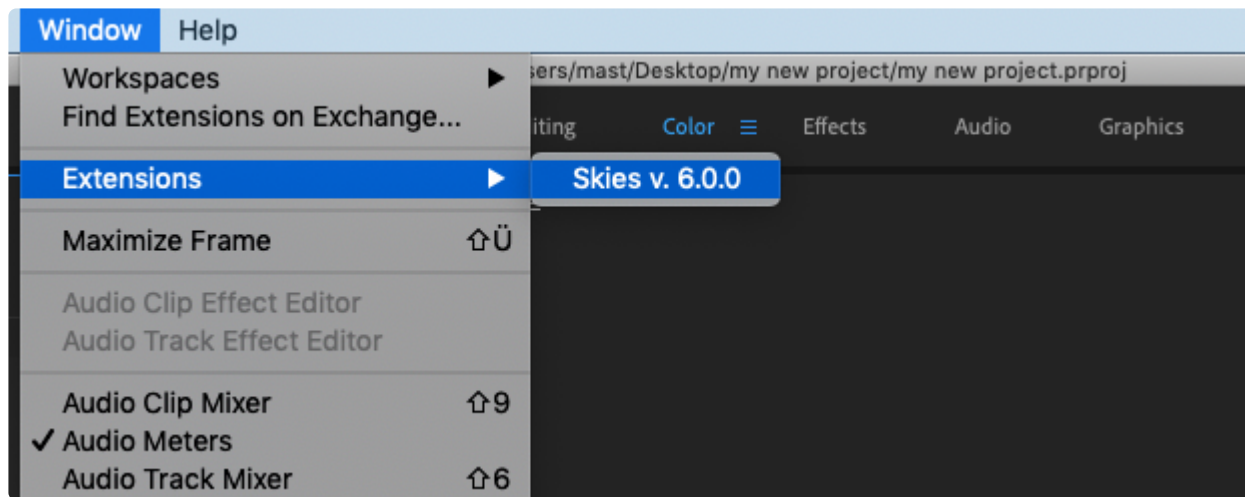
4. Enter the URL of the Strawberry system to which you want to connect and click on the "Connect" button. If you don't know the URL, please contact your site administrator

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
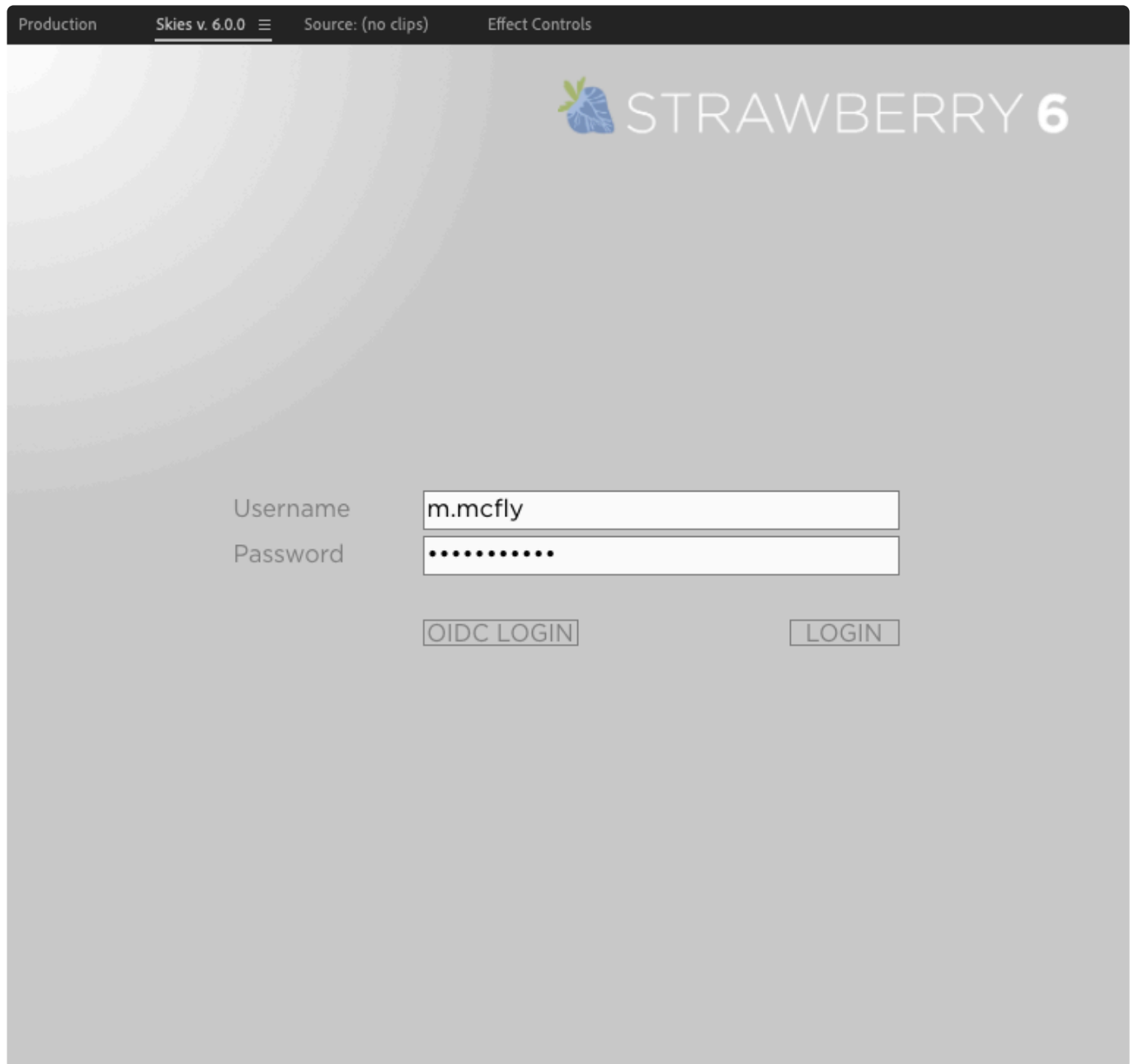
*Last modified: Mar 24, 2021*

# 4.5.3.3. Importing Editing Proxies into Premiere

## Requirements

- This feature requires Strawberry version 6.0.5 or newer.
- In order to perform the below steps, you need to install the Skies Adobe panel first.
- To be able to utilize the Skies panel, Strawberry users must have the Skies `Creator` tier in Strawberry.
- The panel needs to be launched within Premiere and a valid login is needed.

# Sequence Preparation

1. In Premiere, open an 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.
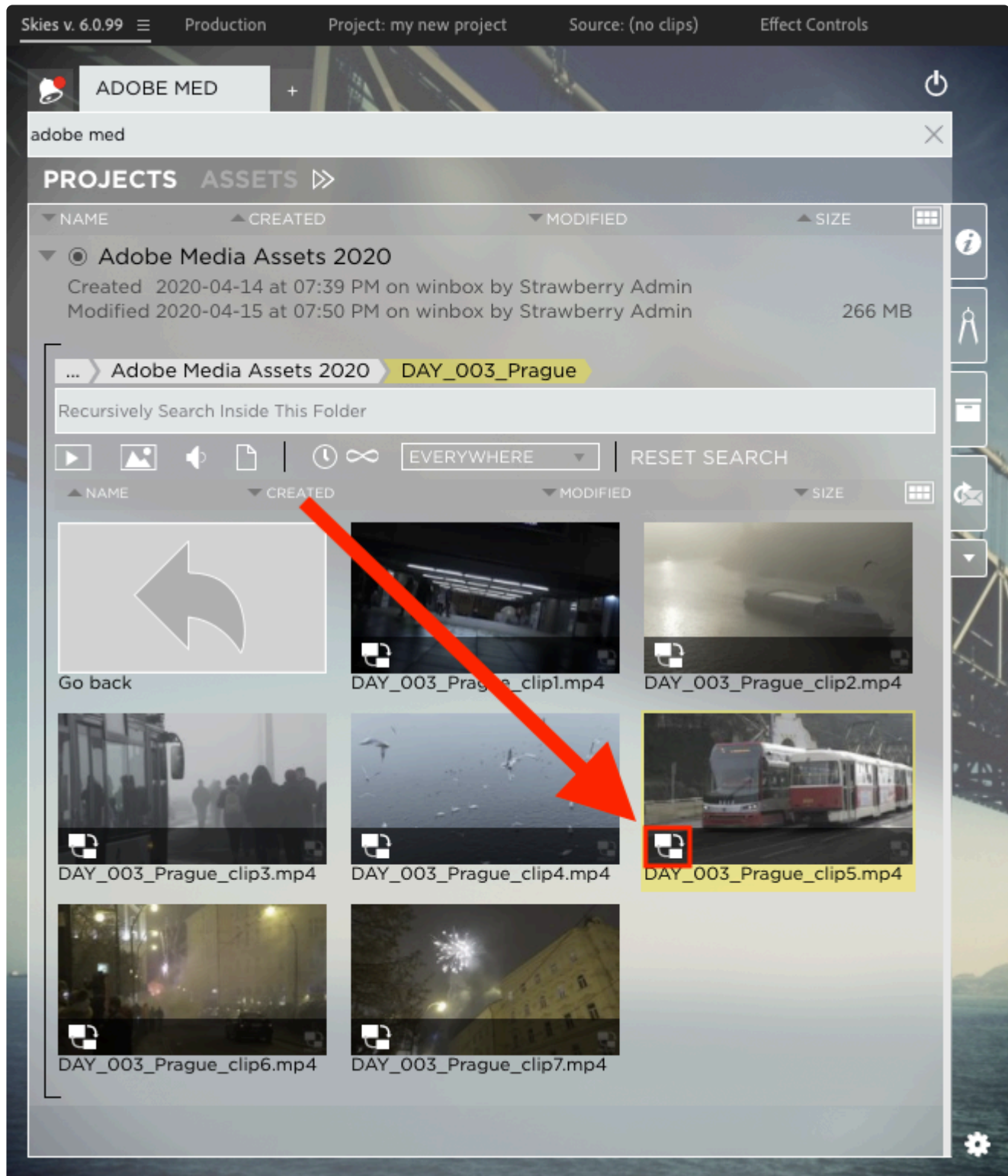
2. Select a single file by clicking on it or select multiple files by checking the box in the upper left corner. You can also import an entire directory by right-clicking on it. Please note, that this will not include subdirectories.
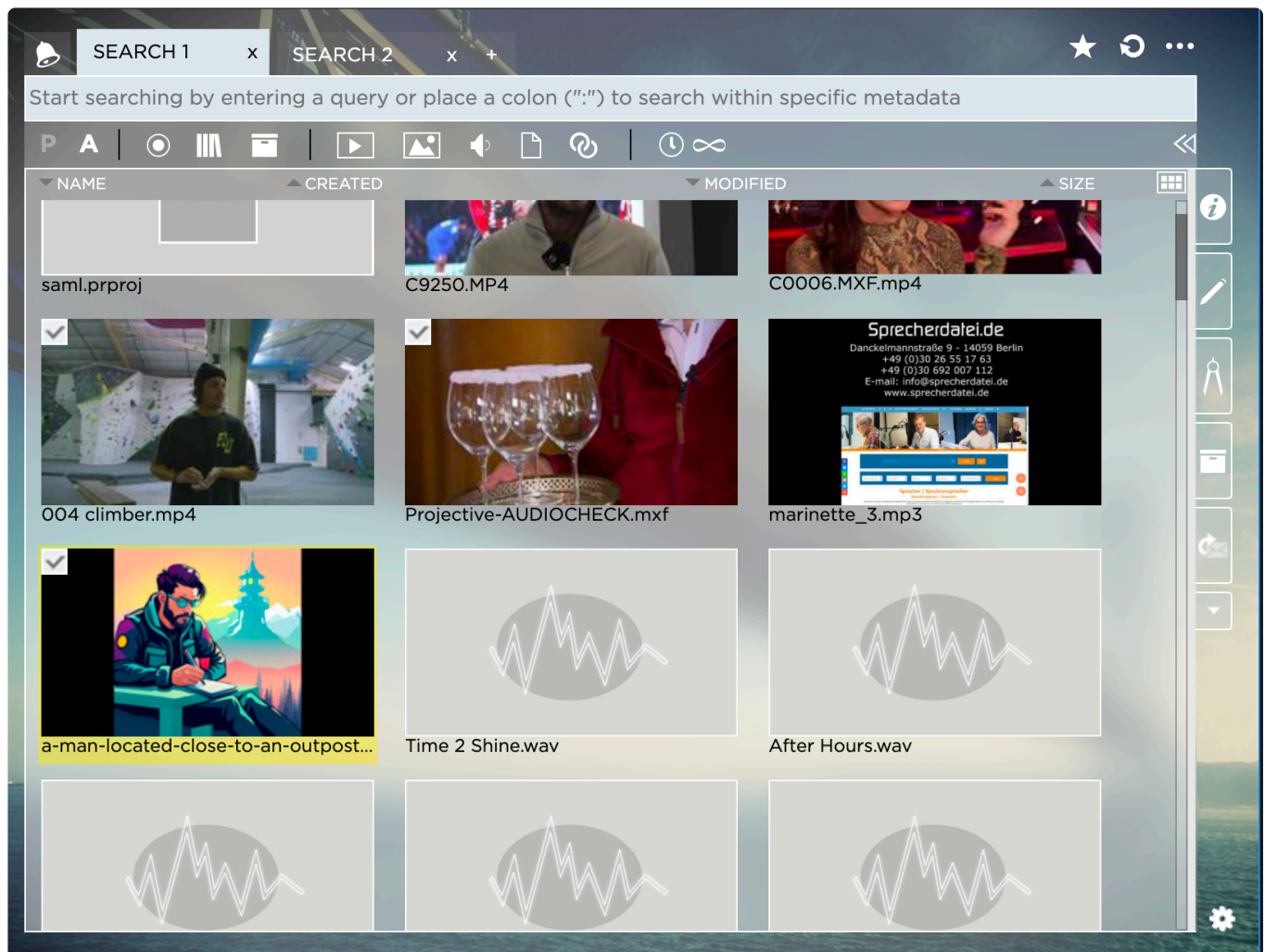
3. Now Right-Click on any of the selected files and click on "Import Files"
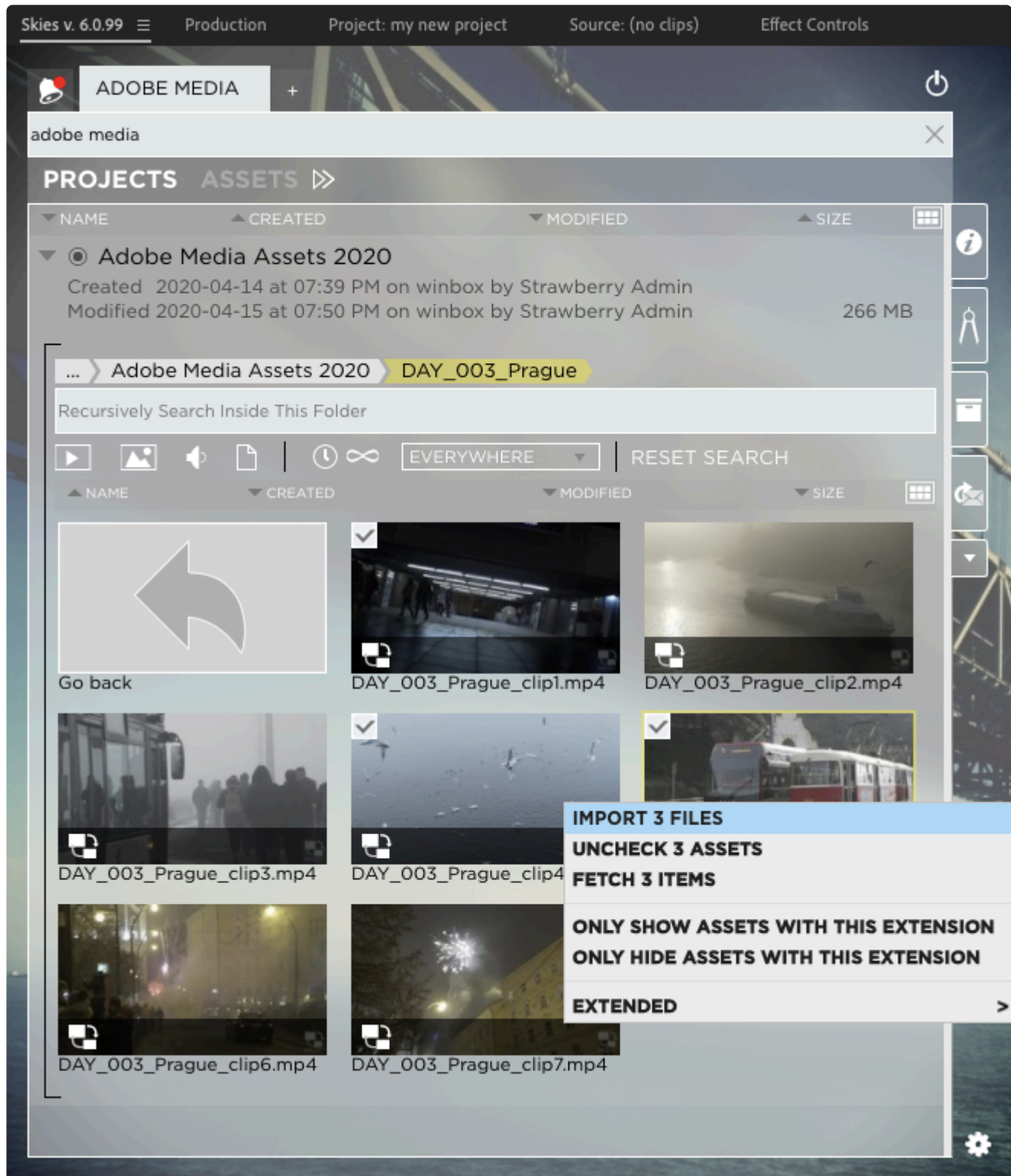
4. Once the files have been downloaded they will be immediately imported into your active Adobe Premiere project

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
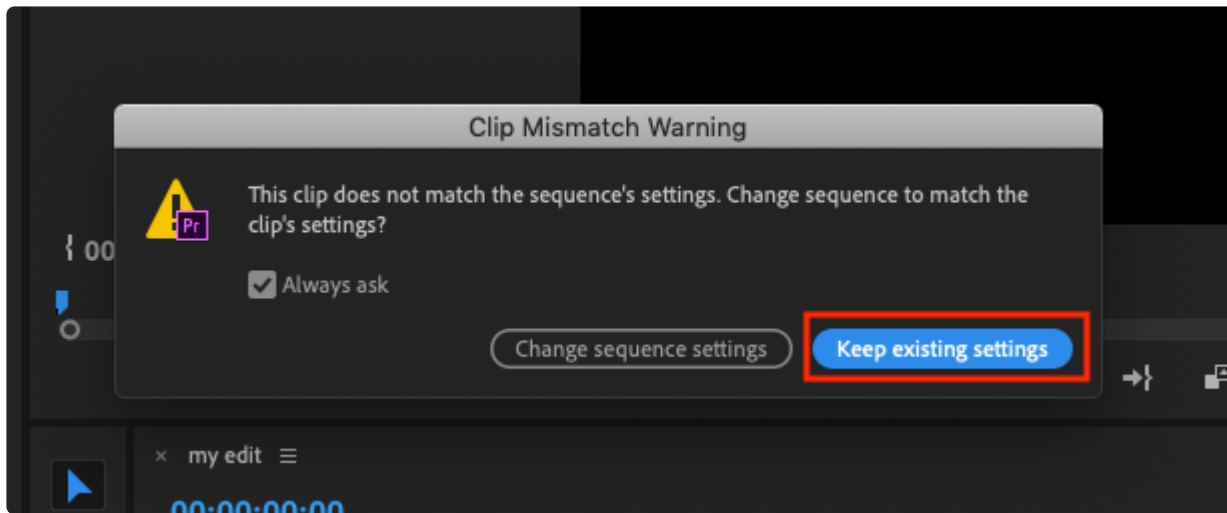
7. If you see a black frame around the clip in the sequence preview, then right-click on the clip in the sequence and then click on "Scale to Frame Size". You need to repeat this step for every asset that you drag and drop into your sequence or your can select multiple sequence assets at once and perform the scaling on all of them simultaneously.
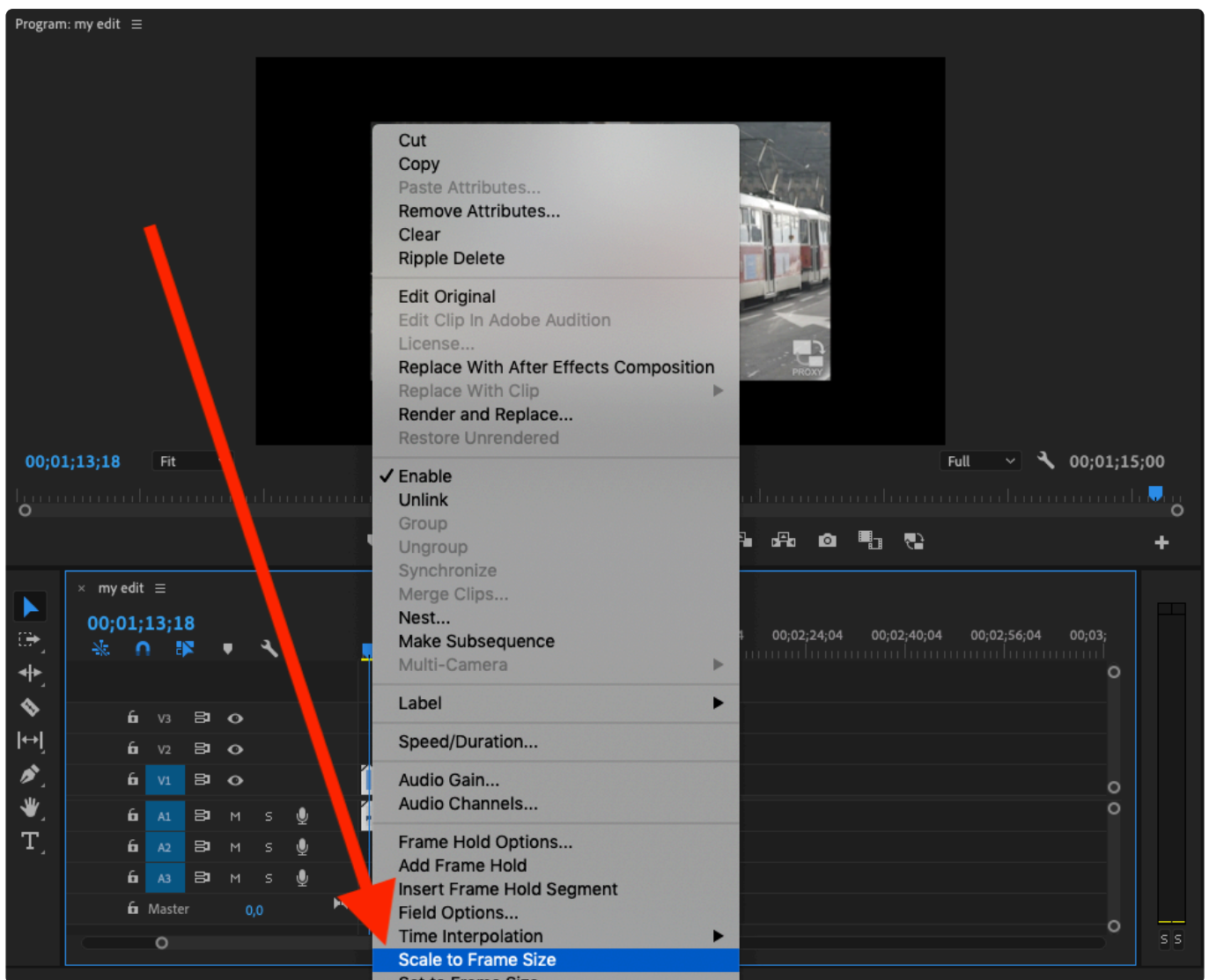
8. You can now start the editing process. Keep in mind to repeat the above steps for every new sequence that you create inside your project

*Last modified: Nov 21, 2022*

# 4.5.3.4. 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
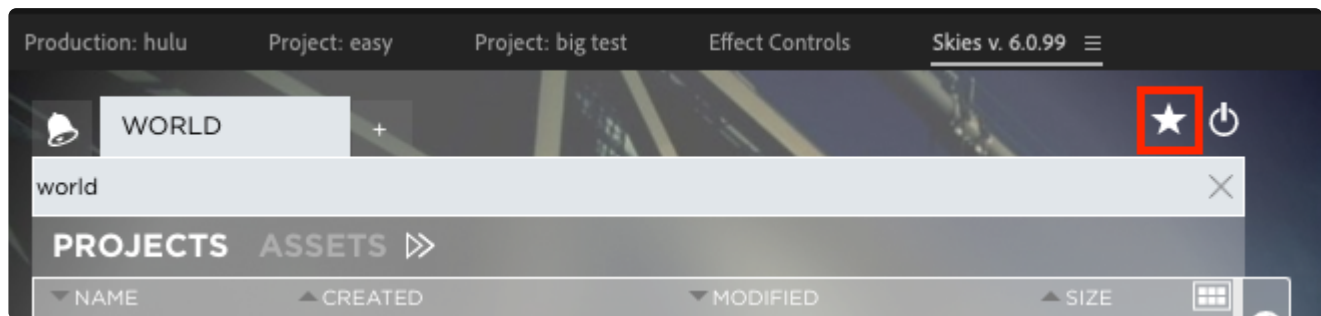


2. Provide the usual metadata, templates, and access rights. [Click here if you don't know how to create a Strawberry project](#).

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"
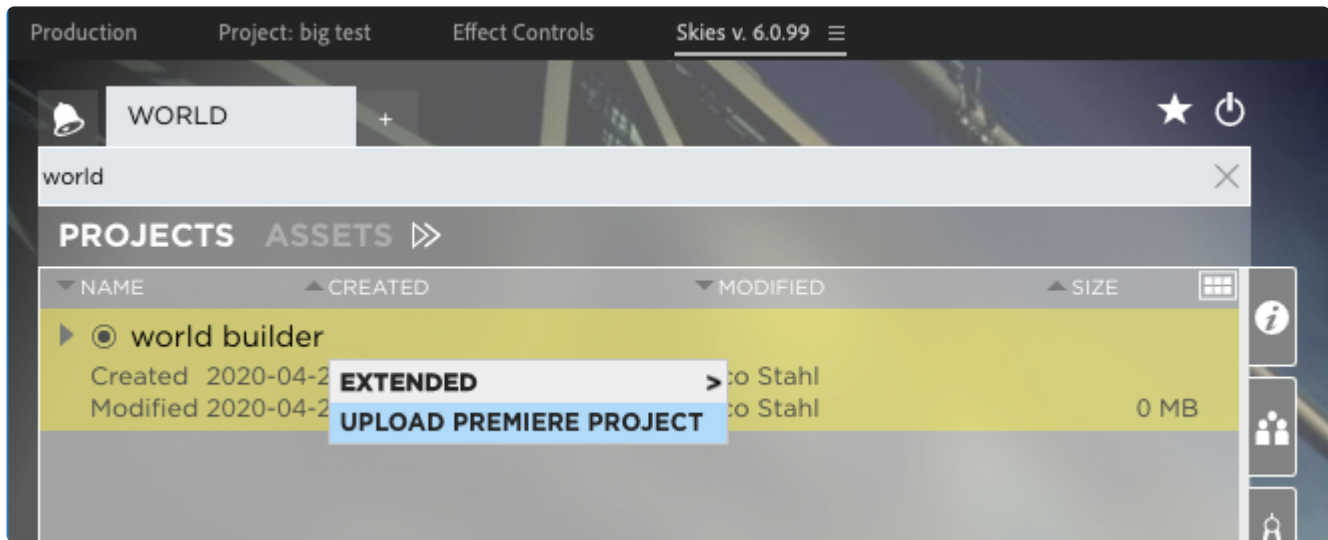
3. In the "Select Content to Upload" window, you are presented with the following options
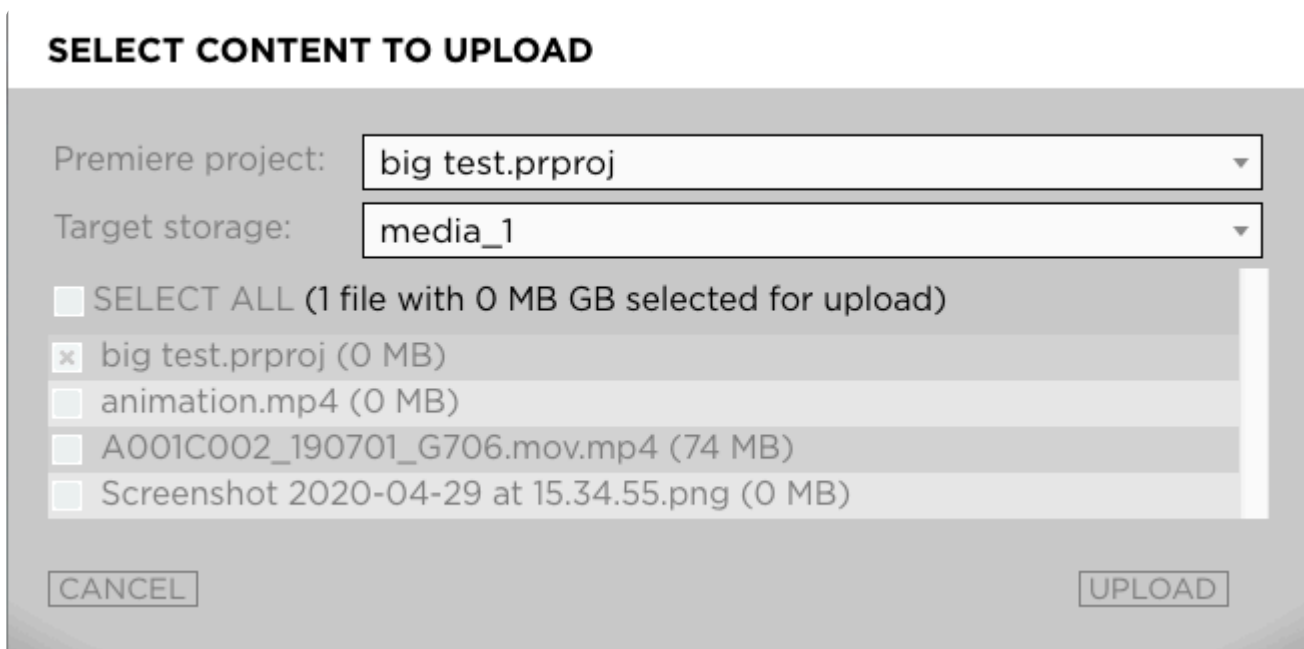


- Premiere Project: If one than more project is opened in Premiere, you will need to select the one that you want to upload
- Target Storage: If Strawberry is managing more than one storage on the on-premise system, then you need to select the storage to which the content should be uploaded. If the on-prem 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
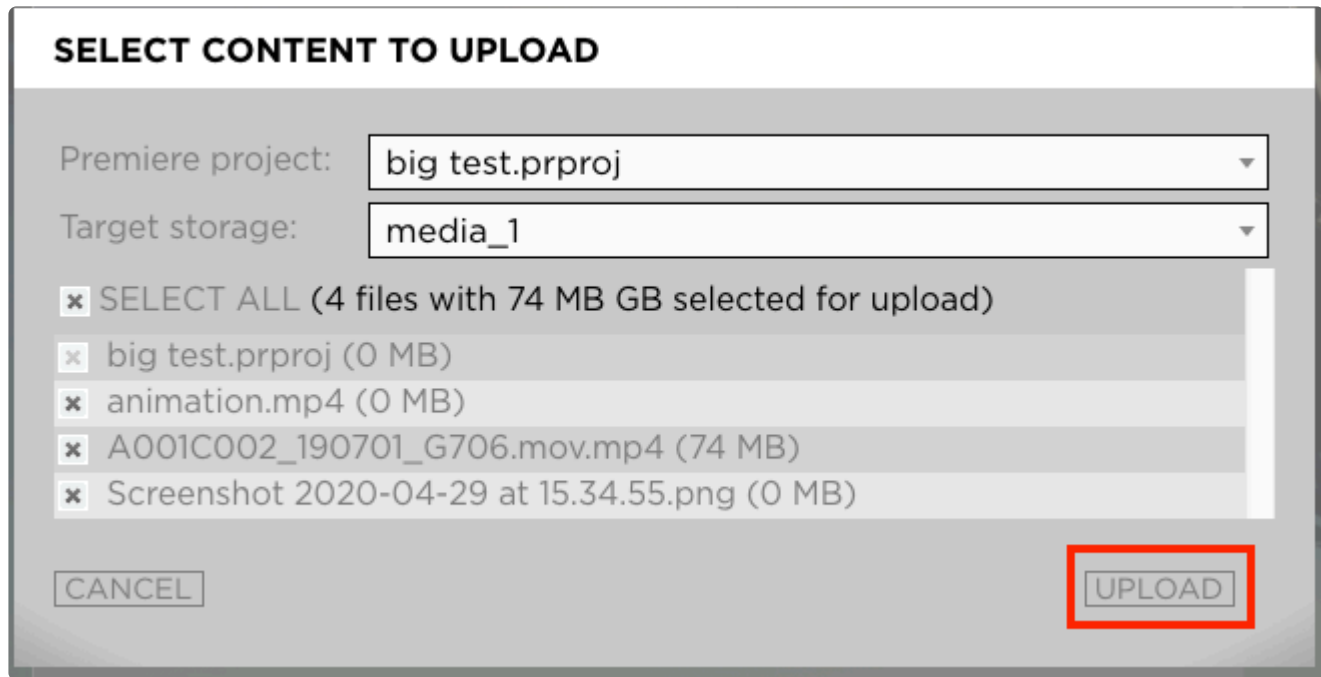
- The files will now be upload to the project and dropped into a folder called "Skies Uploads/Premiere-Projectname/Date"

4. Once the upload has been completed you will see a success message. Click "OK"
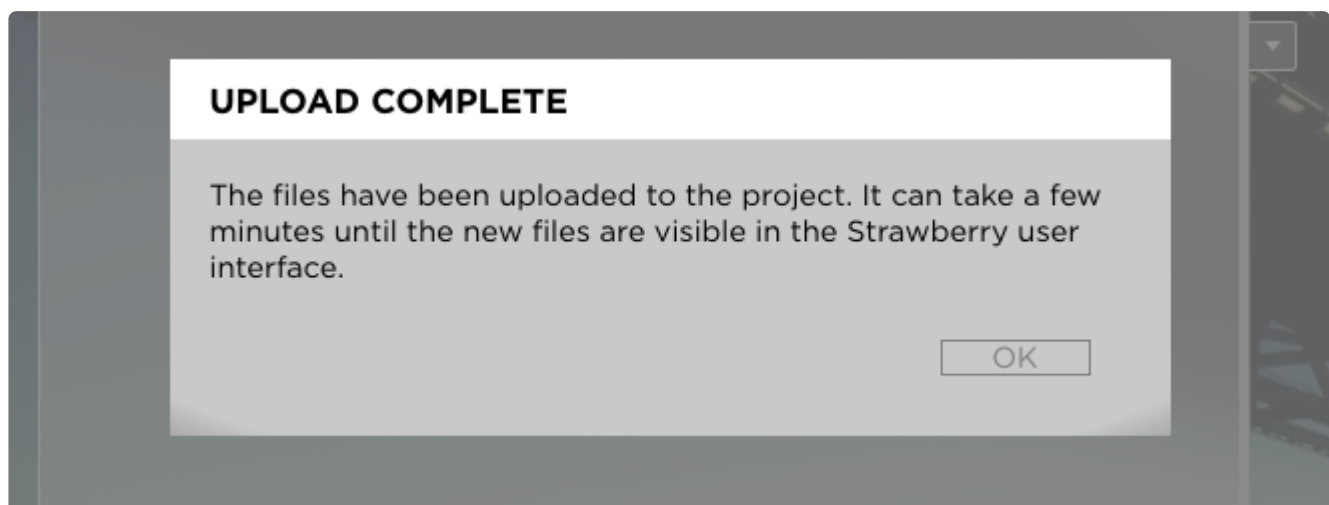


*Last modified: Mar 24, 2021*

# 4.5.3.5. 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
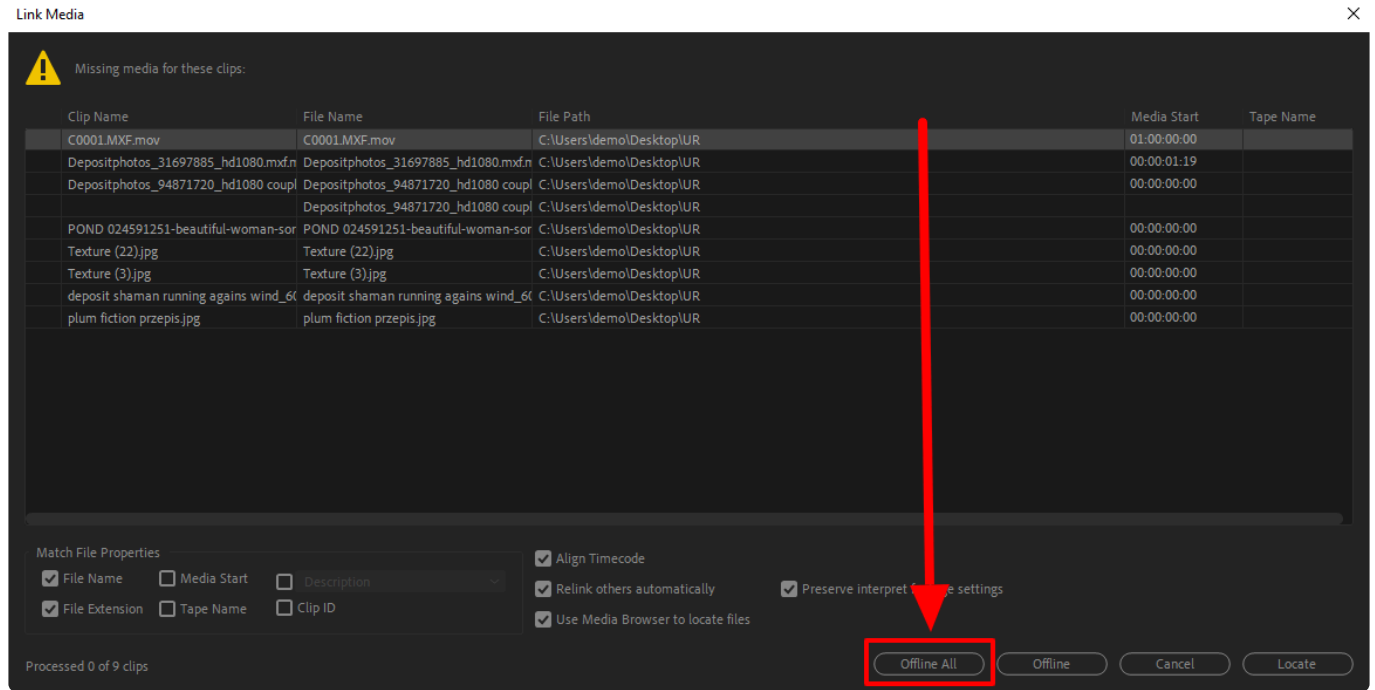


7. In Premiere navigate to "Window → Extensions" and click on the Strawberry panel extension
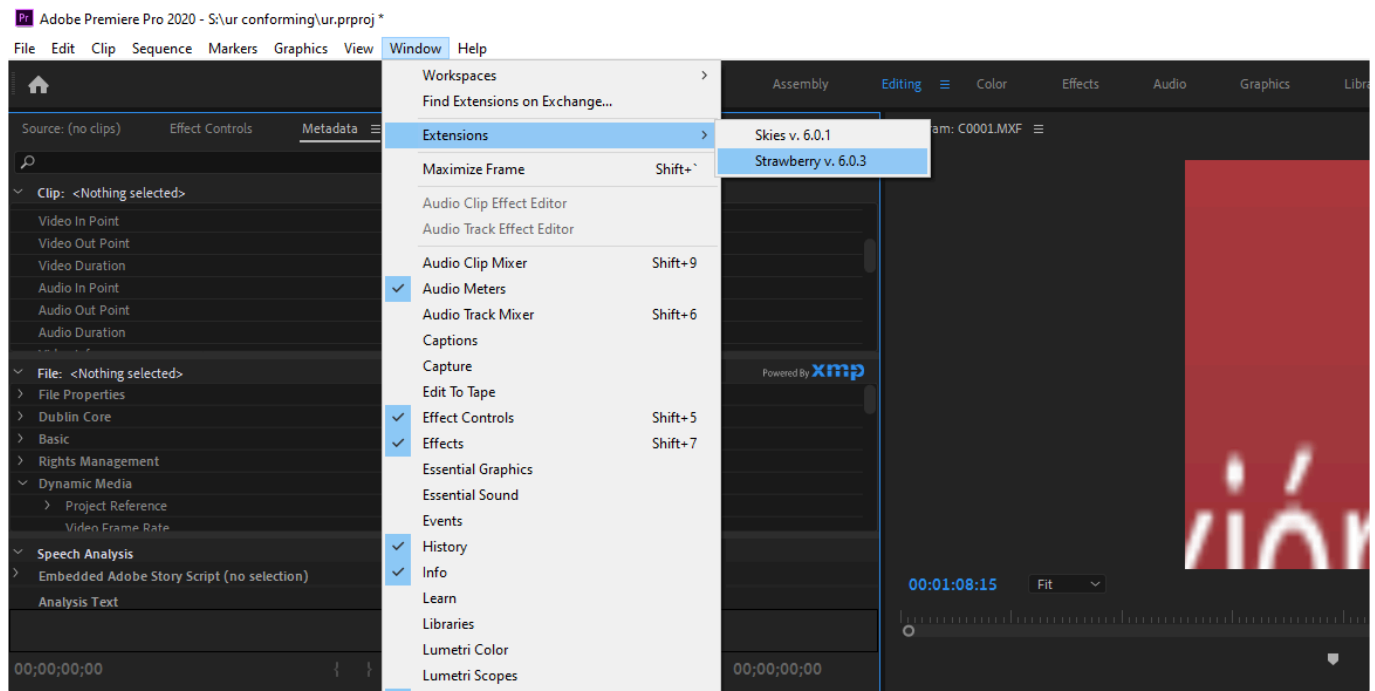


8. As soon as the panel has launched it will inform you that the open project is a "remote editing project"

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.
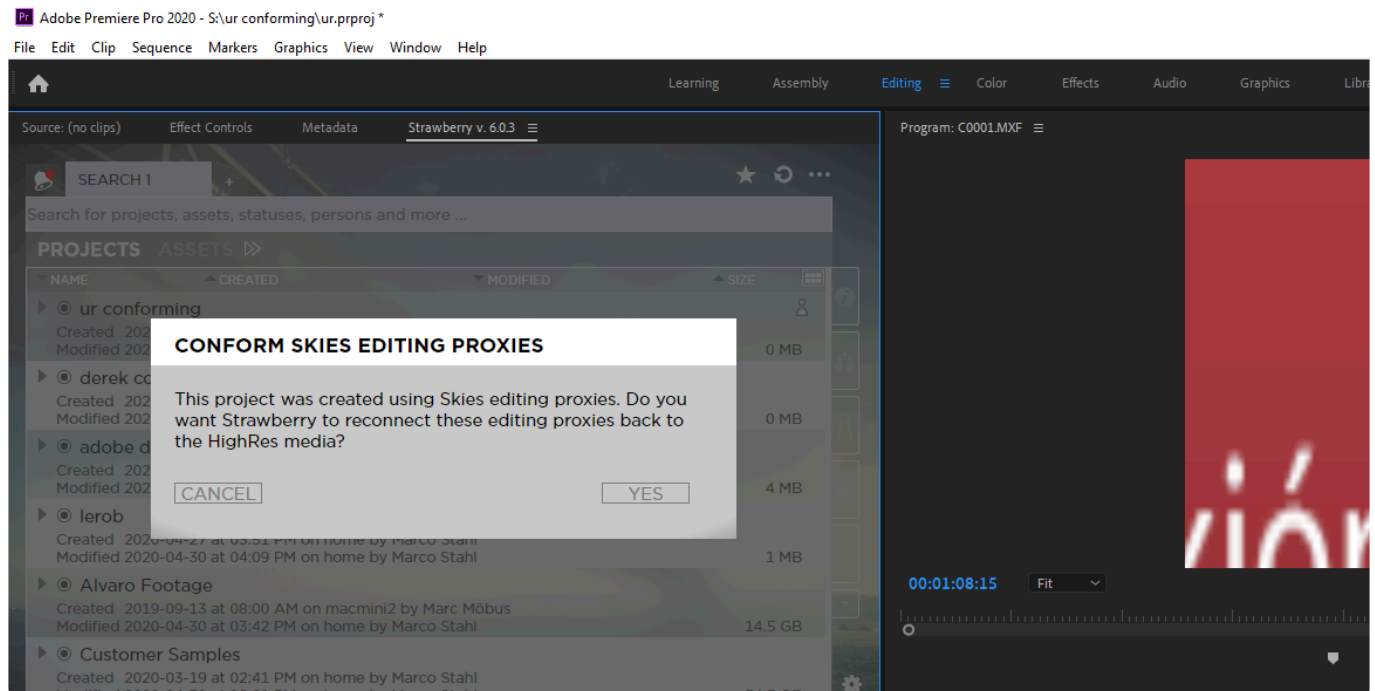


9. Once the conforming process has been completed you will be reminded to review the Premiere sequence settings of the conformed sequences. Press "OK" to proceed.
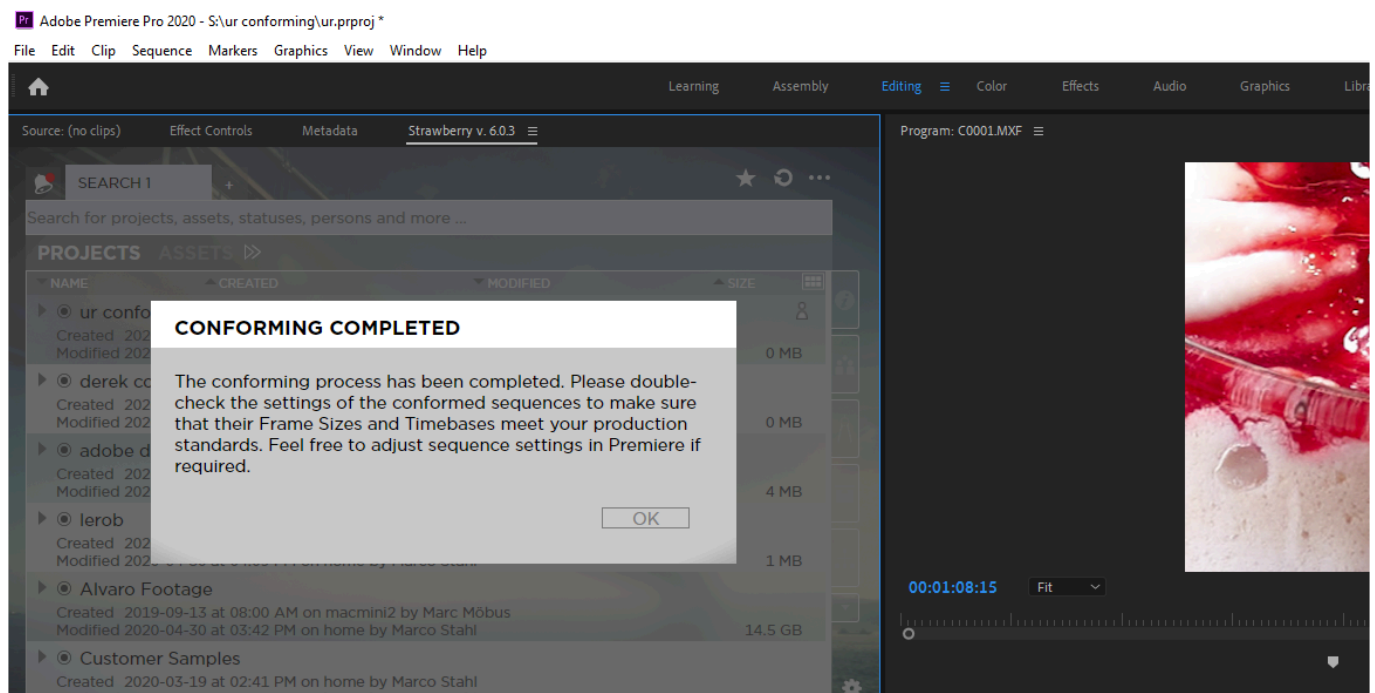


10. Right-click on one of the conformed sequences and select "Sequence Settings" from the context menu
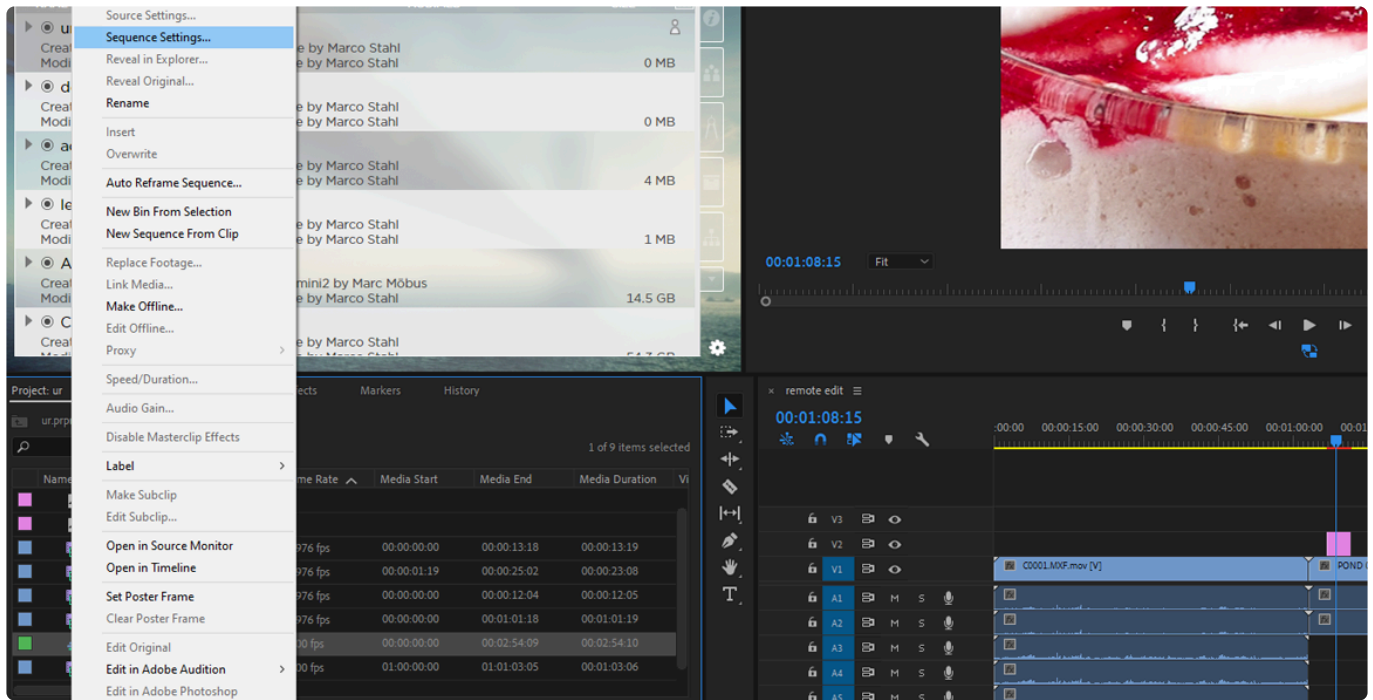
11. Check the sequence settings and adjust if needed. Repeat steps 9 and 10 for all conformed sequences.

## Troubleshooting

If you have encountered issues during or after the conforming process please visit the troubleshooting section for additional help.

*Last modified: Mar 24, 2021*

# 4.5.3.5.1. 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: Mar 24, 2021*

# 4.5.3.5.1.1. 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.
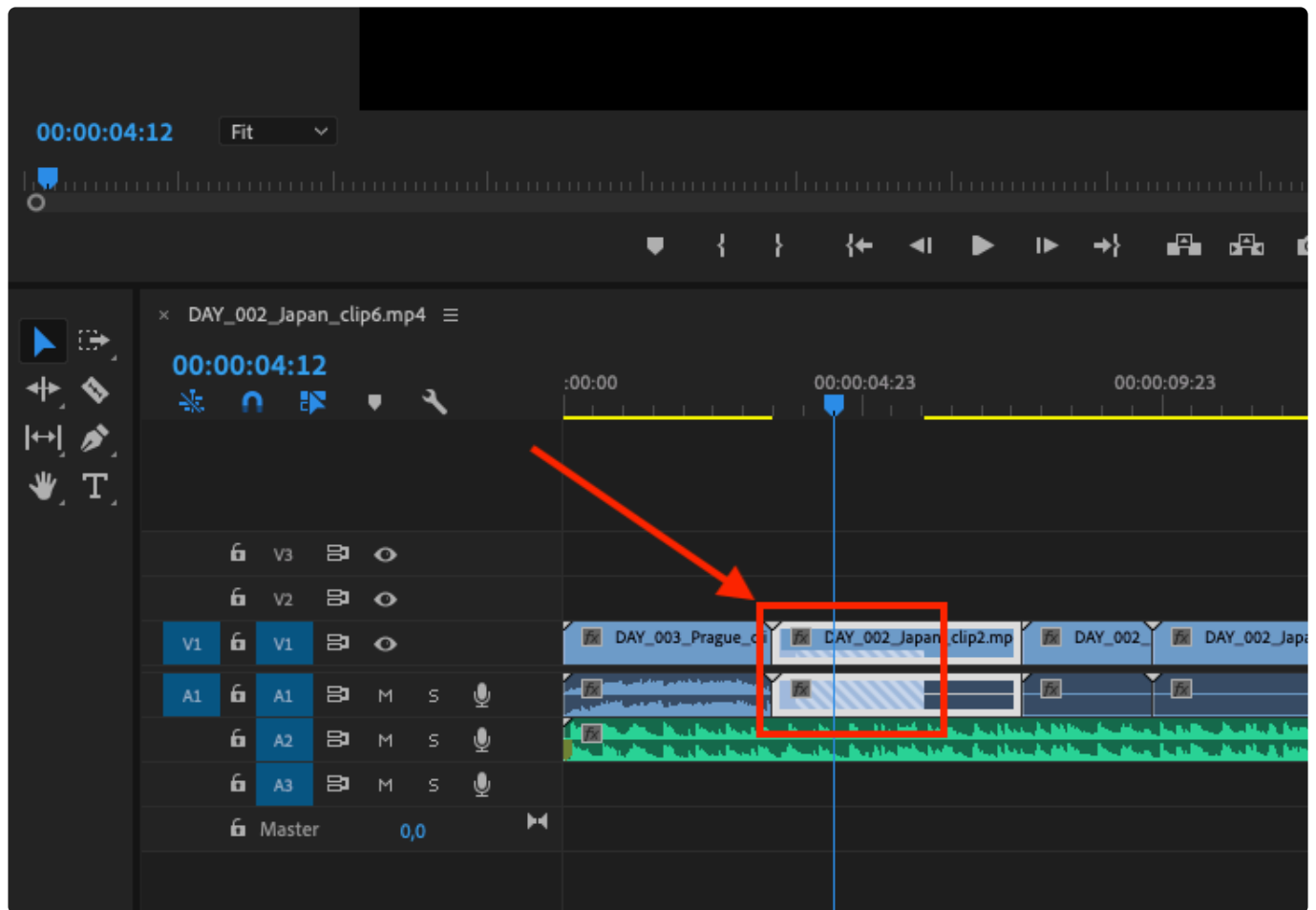


Luckily, it is quite easy to fix this issue.

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
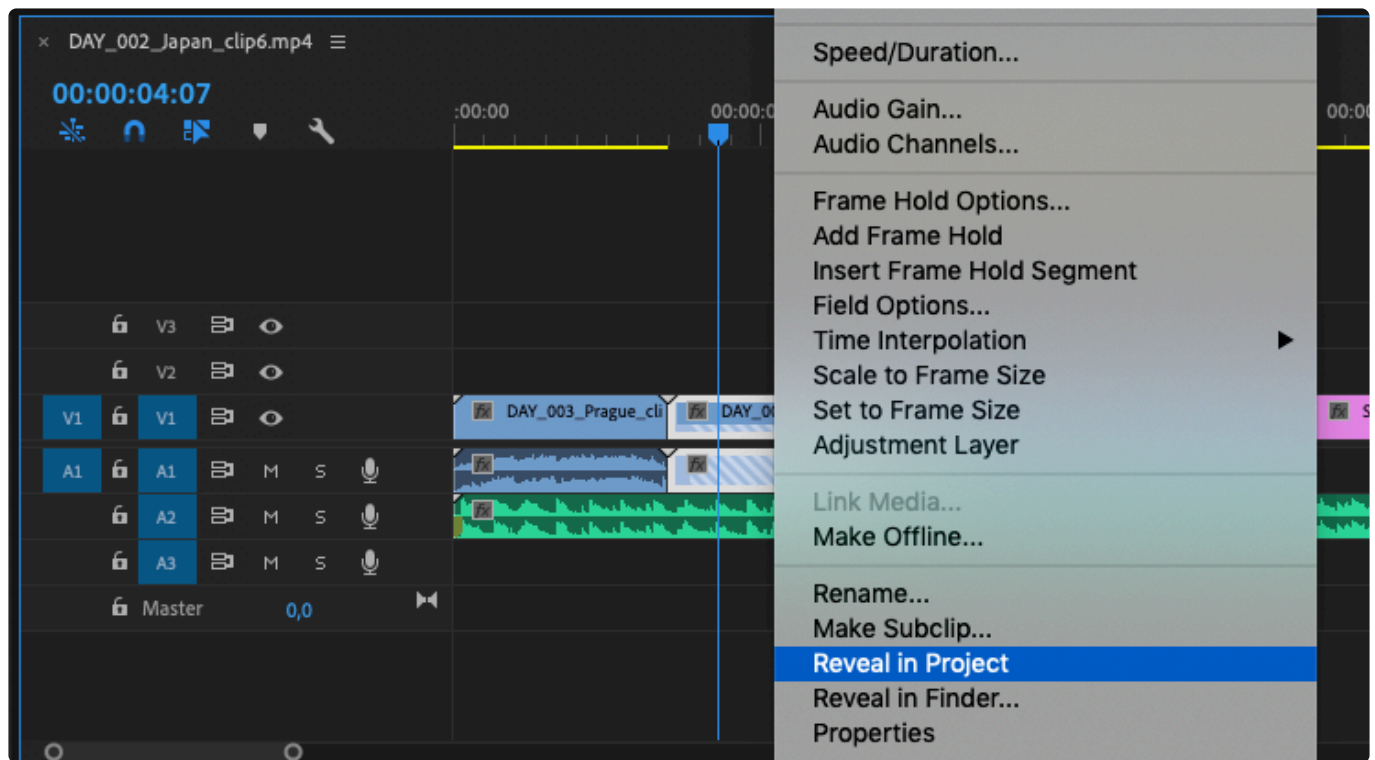
3. The clip is now highlighted in your project window

4. Now right-click on the clip in the timeline again and then select "Replace With Clip → From Bin"
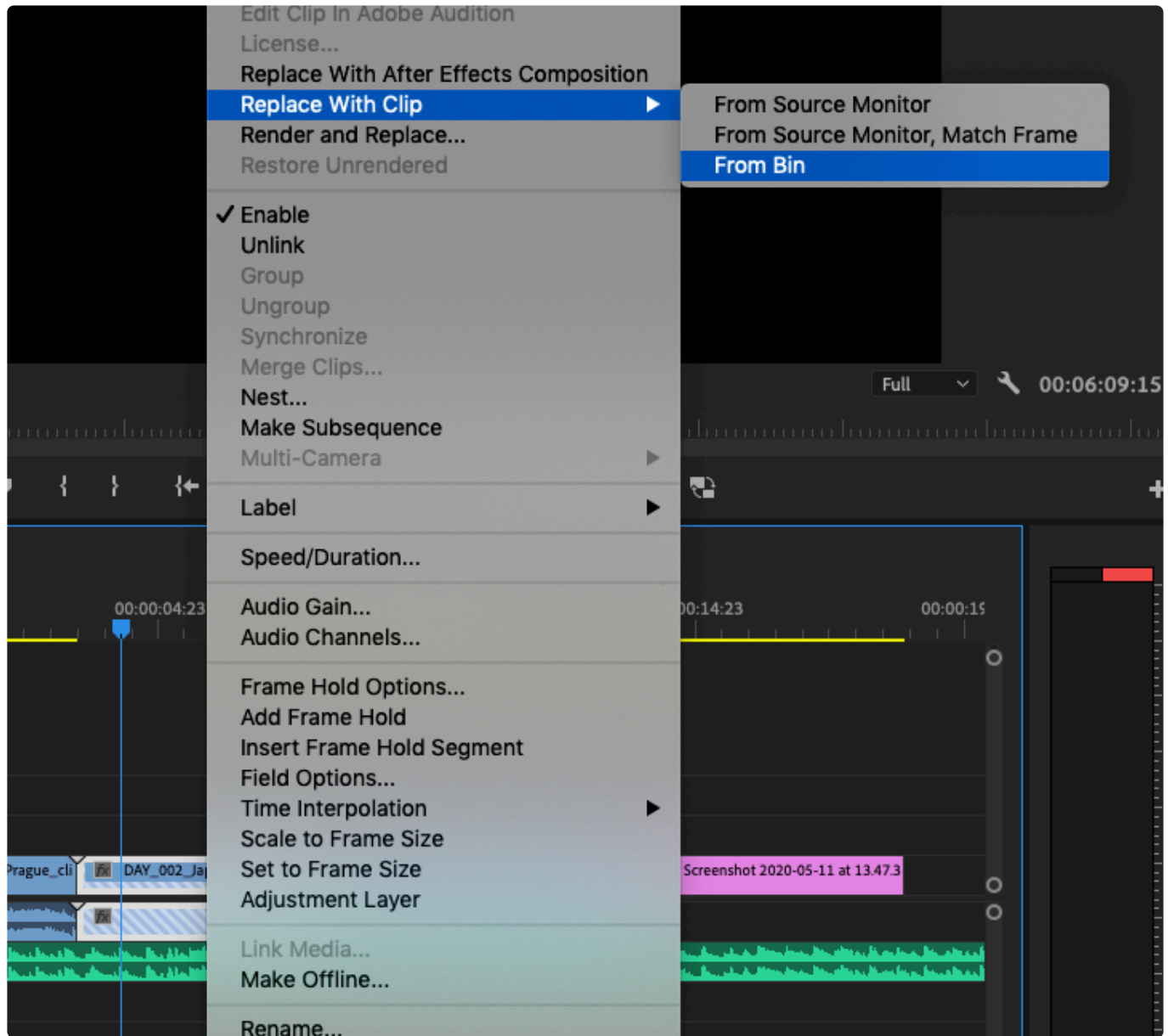
5. The clip should now be fully usable again

*Last modified: Mar 24, 2021*

# 4.5.3.5.1.2. 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
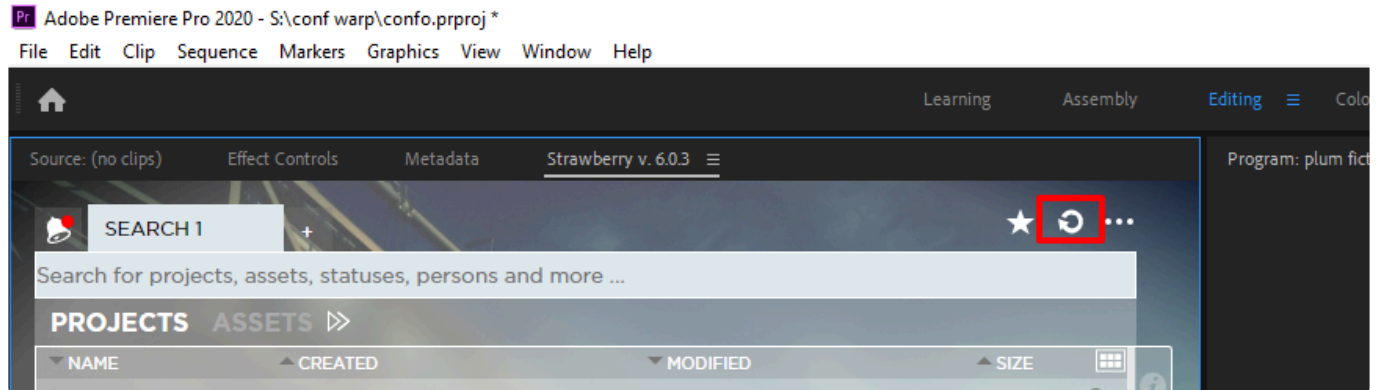


3. Wait for 10 seconds
4. Now press the "More Options" button
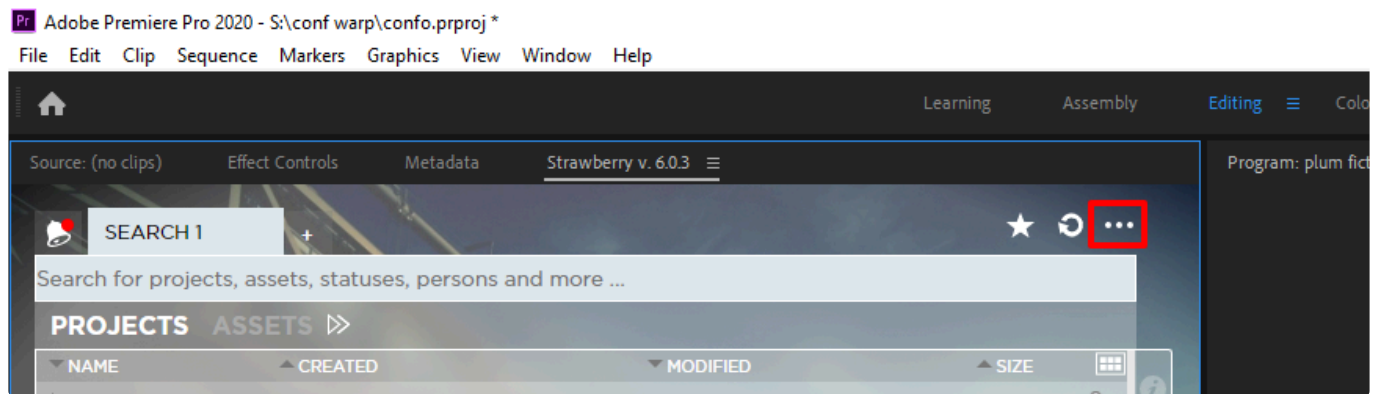


5. Click on the "Conform Project" tab and then press the "Conform Project" button
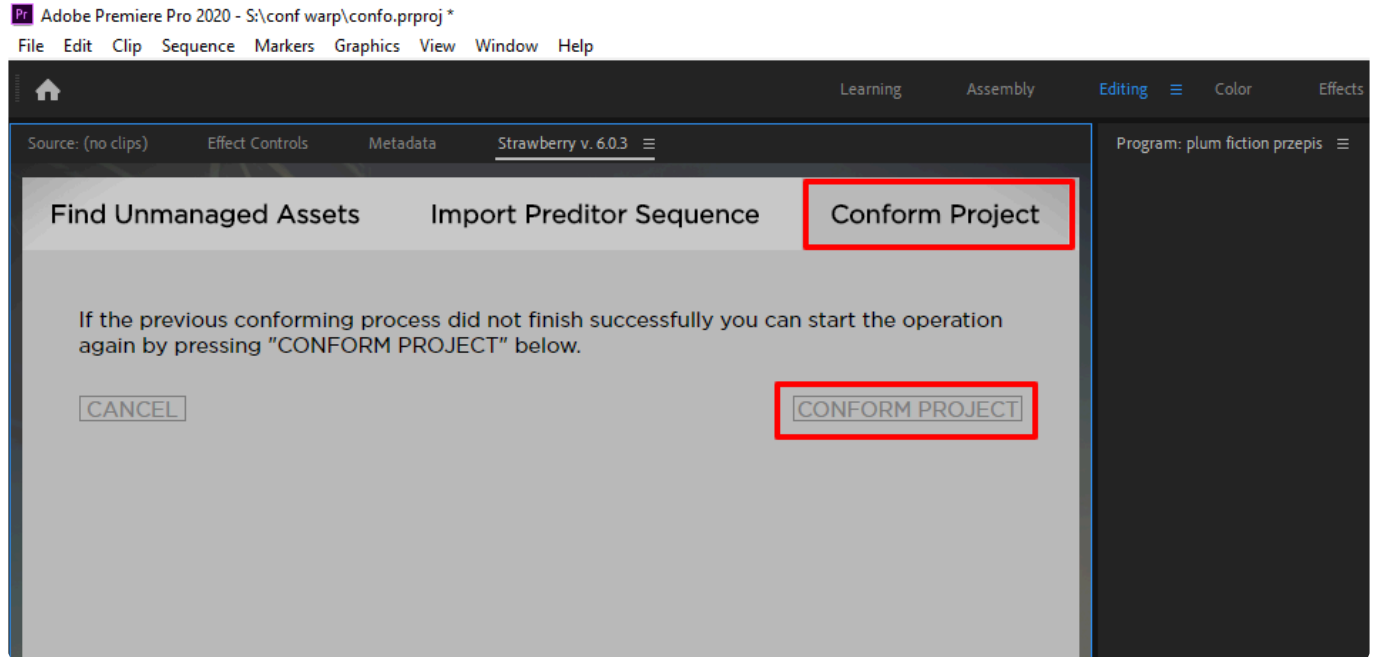
*Last modified: Mar 24, 2021*

# 4.5.3.5.1.3. 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: Mar 24, 2021*

# 4.6. 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: Mar 24, 2021*

# 4.7. Watchfolders & Libraries

- [Click here to learn how to set up and configure watchfolders within Strawberry](#)

*Last modified: Mar 24, 2021*

# 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. About Fingerprinting

## Contents

- [Introduction to Fingerprinting](#)
- [Enabling Fingerprinting](#)
- [Running the Fingerprinting Job](#)
- [Fingerprinting Speed](#)

*Last modified: Jul 27, 2023*

# 5.1.1.1. Introduction to Fingerprinting

## The Basics

Fingerprinting, also known as Hashing, is the process of transforming any given string of characters, such as the ones and zeros of a file, into another value. This other value is usually represented by a shorter, fixed-length sequence of characters that can look like this:

```
2fef5741e9111e5b4f2411eabeb8620fec9134cb118b6ca6e22cd3f2045d0ff4b03809ad54c3a7
877699cd3f3e1c4814990754c69ea030356633197ee5a1baa5
```

What's important here is that the Fingerprint of a file will remain the same as long as the file remains the same. This means that Fingerprinting the same file repeatedly will always result in the same Fingerprint. This coherence of Fingerprints allows for detecting duplicates on shared storage. If two files have the exact same sequence of ones and zeros, they also have the same Fingerprint, meaning they are duplicates of one another. When a file gets copied, the copy will have the same Fingerprint as the source file, regardless of whether the copy got renamed by a user.

To be able to deduplicate files on shared storage, Strawberry first needs to create at least one fingerprint for each file that it manages. Fingerprinting is not limited to media files but includes all file types within the Strawberry-managed structure on the shared storage.

## In More Detail

Strawberry's fingerprints are generated using SHA-512, a hashing algorithm used in cryptography. SHA-512 generates a fingerprint that consists of 128 hexadecimal characters. The goal of using a complex hashing algorithm is to generate a unique "Essence Fingerprint" per Strawberry-managed file. These fingerprints can then be used to reliably identify file duplicates.

In addition to the "Essence Fingerprint", Strawberry generates a "Metadata Fingerprint". Together, these two fingerprints serve as unique identifiers for a file.
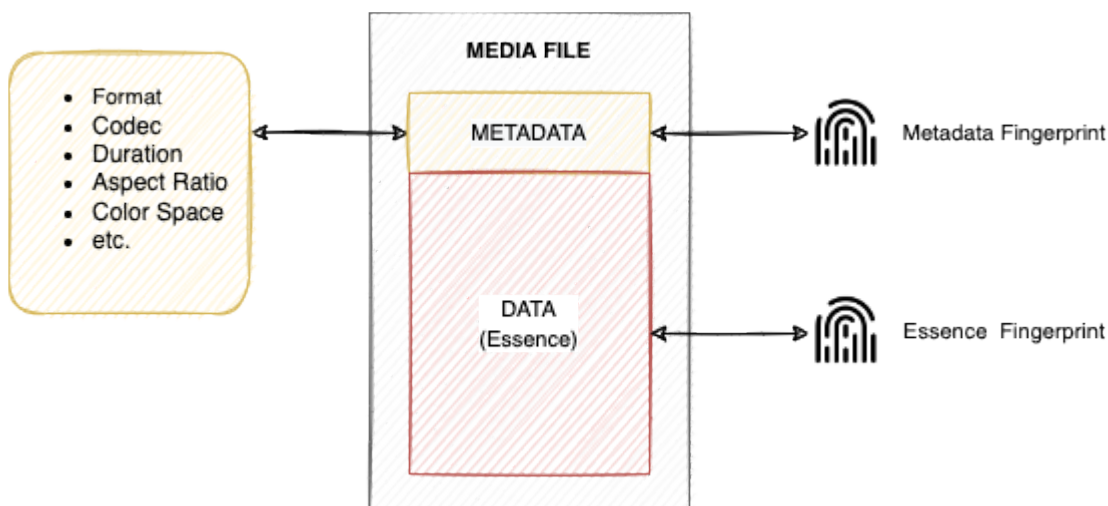
**Essence Fingerprint**

The essence fingerprint is generated based on the physical bits of a file. As every file on a computer is, ultimately, just data that can be represented in binary form, SHA-512 can take that data and run a complex calculation on it and output a fixed-length string as the result of the calculation. The result is the file's fingerprint.

**Metadata Fingerprint**

To add an additional level of file uniqueness, Strawberry can also generate "Metadata Fingerprints". For video files, the metadata fingerprint is generated using the format, codec, aspect ratio, width, height, duration, colourspace, and more for the input video. For audio, it includes the audio codec, sample rate, number of audio tracks & channels, and if available any ID3 tags such as the title, album, artist, and genre.

If two files have the same metadata & essence fingerprints, then this means that they are identical, or in other words… one of the files is an exact copy of the other.
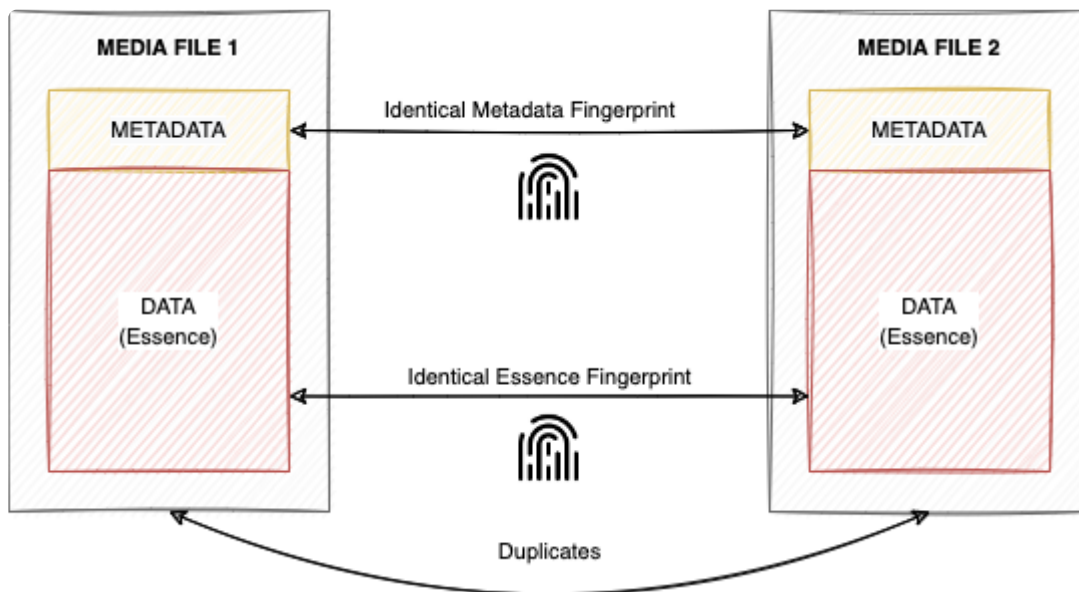


If you would like to learn more about SHA-512 and hashing in general, we recommend having a look at this article: https://medium.com/@zaid960928/cryptography-explaining-sha-512-ad896365a0c1

*Last modified: Sep 30, 2022*

# 5.1.1.2. Enabling Fingerprinting

## Important

- Fingerprinting is automatically enabled since Strawberry 6.4.19.
- The below steps only need to be performed if fingerprinting has been manually disabled prior to updating to Strawberry 6.4.19.

## Enabling fingerprinting from CLI

1. SSH login to the Strawberry server as root.
2. Type `sb console` and press enter. This will launch Strawberry's rails console.
3. Check if fingerprinting is already enabled by typing `Settings.file_hashing_enabled` and pressing enter. If the output is `=> true`, then the function is enabled and you don't need to do anything else.
4. if the output is `=> false` type `Settings.file_hashing_enabled = true` and press enter to enable the function.
5. Once you enabled the function, repeat step 3 to check if the function is now enabled.

*Last modified: Jan 22, 2023*

# 5.1.1.3. Running the Fingerprinting Job

You can initiate Fingerprinting from either the Strawberry admin panel or via the Command Line Interface.

## Running Fingerprinting from the Admin Panel

1. Login to the Strawberry admin panel.
2. Click on the `Projects` tab.
3. In the `Projects` section, click on the `Manage Online Projects` bar. If you want to run the fingerprinting job on a library instead, click on the `Manage Libraries` bar.
4. Check the boxes next to the projects or libraries you wish to fingerprint.
5. Click on the `Indexer` button below the project/library list.
6. Click on the `Create Fingerprints` radio button and then press `Confirm`

You can now check the Sidekiq UI for enqueued and running fingerprinting jobs.

## Running Fingerprinting from the Strawberry CLI

1. SSH login to the Strawberry Linux server as root.
2. Type `sb fingerprint` and press `Enter`. This will load the Rails environment.
3. Choose either of the options by pressing the corresponding number and pressing `Enter`.

```
root@dstrawberry ~ () $ sb fingerprint
Loading Rails environment...
1. Fingerprint files that don't have fingerprints
2. Fingerprint everything
3. Nevermind
?
```

The files are now being added to `fingerprinting` Sidekiq queue for processing. You can now check the Sidekiq UI for enqueued and running fingerprinting jobs.

# 5.1.1.4. Fingerprinting Speed

## About

Modern CPUs utilize hardware acceleration to create SHA-512 fingerprints and can hash up to roughly a Gigabyte of raw data per second. To prevent fingerprinting from consuming too much bandwidth between the Strawberry server and the shared storage, the process is throttled by Strawberry.

Strawberry can run up to three simultaneous fingerprinting jobs from which each is, by default, limited to 50 MB/sec. This means three simultaneous Fingerprinting jobs result in a maximum hashing throughput of 150MB per second, or 540 Gigabytes per hour. This limit is arbitrary and can be changed from the Strawberry console as follows:

## Changing the Fingerprinting Speed

### Usage

1. SSH login to the Strawberry server as root.
2. Type `sb console` and press enter. This will launch the Rails command line.
3. Type `Settings.file_hashing_max_speed` and press enter. This will show you the current hashing speed per job in bytes.
4. Now type `Settings.file_hashing_max_speed = x.megabyte`, whereby `x` represents your new value. If you set the value to `0`, then throttling will be disabled entirely, and Fingerprinting will run at the maximum possible speed.
5. Press enter to apply your changes.
6. To check whether your new value has been applied, type `Settings.file_hashing_max_speed` and press enter.
7. Type `exit` and then press enter to leave the console.

> ✻ Changing the hashing speed will take effect immediately, meaning a restart of Strawberry services is not required. Fingerprinting jobs that are currently running will use the previous speed value, while enqueued jobs will use the new value as soon as they are being processed.

**Example 1 – Running fingerprinting with 100 MB/Sec per process.**

```
Settings.file_hashing_max_speed = 100.megabyte
```

**Example 2 – Running fingerprinting without process speed limit.**

```
Settings.file_hashing_max_speed = 0
```

# 5.1.2. About Open Projects Limits

## About

- The below information is valid in Strawberry version 6.4.28 or newer versions.
- When operating in SEM without subprojects, Strawberry limits the number of projects each user can simultaneously open to 10. To change this setting, please follow the below steps.

## Usage

✳ Please note that the below changes will only take effect after users have reloaded their Strawberry user interfaces.

1. SSH login to the Strawberry Linux server as root.

2. Type `sb console` and press `Enter`.
This will load the Rails environment.

3. Type `Settings.opened_project_limit = X` and press `Enter`.
Make sure to replace `X` with the new limit you'd like to apply.

*Last modified: Aug 30, 2023*

# 5.1.3. About Project Size Calculation

## About

Strawberry constantly calculates the sizes of the projects under its management. This chapter informs you on how that calculation works and how you can trigger it manually from CLI.

## Contents

- [Introduction to Project Size Calculation](#)
- [Running the Project Size Calculation from CLI](#)

*Last modified: Aug 30, 2023*

# 5.1.3.1. Introduction to Project Size Calculation

## About

- The below information is valid in Strawberry version 6.4.28 or newer versions.

- After updating from a Strawberry version older than 6.4.27 to a newer version, it is recommended to run the project size calculation manually, please follow these steps.

# Introduction

In previous versions, Strawberry only assessed the size of a project within its own scope, meaning references (hard links) to another project were not taken into account when calculating the size of a project. This resulted in various issues:

- Files restored from the archive and located in the `Linked-Files` folder were excluded from the project size calculation.
- Deduplicated files that exist outside the `Linked-Files` folder were previously counted towards the project size, even if they didn't contribute to the size of that specific project.
- Files moved into the `Linked-Files` folder were not considered when calculating the project size, even if they were not necessarily linked files.
- Conversely, linked files moved out of the "Linked-Files" folder are now counted as actual files in the project size, even though they are merely hard links.

Since version 6.4.28, Strawberry's project size calculation considers references (hard links) to other projects as well. As a result, project sizes are now much more accurate, providing a comprehensive overview of storage utilization across all Strawberry projects on shared storage. Furthermore, the new approach to calculating project sizes is no longer dependent on the contents of the `Linked-Files` folder, allowing for reliable calculations, regardless of folder names.

# How the new project size calculation works

- When a file is initially added to a Strawberry project, its size is counted towards the total size of that project.
- If the same file is linked to another project, its size continues to be counted towards the total size of the initial (origin) project, but it is not considered in the size calculation of the target project.
- However, if the file is deleted from the initial project but still exists in the target project due to the link, its size is now counted towards the total size of the target project.
- In cases where the same file is present in multiple projects, the size of the file is attributed to the project where it was initially included, regardless of its presence in other projects.

As previously mentioned, the new project size calculation also accounts for linked files that are not located inside the `Linked-Files` folder. Such files mostly occur when Strawberry deduplicates files. The new project size calculation can be summarized as follows:

- Strawberry keeps track of file sizes, including their hard links, across the entire managed shared storage.
- If a file is linked to multiple projects, its size is attributed to the project that originally included it first.
- In cases where multiple projects share the same files through hard links, the project that initially "owned" the file will be the one towards which the file's size is counted.
- The above logic also applies to library projects.

*Last modified: Aug 31, 2023*

# 5.1.3.2. Running the Project Size Calculation from CLI

## Requirements

• The below information is valid in Strawberry version 6.4.28 or newer versions.

## Usage

1. SSH login to the Strawberry Linux server as root.

2. Type `sb console` and press `Enter`.
This will load the Rails environment.

3. Type `Project.online.normal.find_each { |p| p.rescan }` and press `Enter`.
This will rescan all projects on the shared storage. **Please take note that this operation can take a while, meaning you should wait until it has been completed before proceeding with the next step**. You can monitor the progress of the jobs from the Sidekiq web UI.

4. Finally, type `Project.online.find_each {|p| ProjectSizeCalculationJob.perform_async(p.id) }`. This will recalculate the sizes of all online projects on the shared storage. You can monitor the progress of the job from the Sidekiq web UI.

*Last modified: Feb 28, 2024*

# 5.1.4. About Proxy Files

## About

This manual chapter provides you with general information about different types of proxy files generated by Strawberry.

## Contents

• Supported Formats for Proxy Encoding
• Proxy Resolutions and Bitrates
• Editing Proxies Requirements & Limitations
• Recommended Settings for Skies Editing Proxies

*Last modified: Aug 30, 2023*

# 5.1.4.1. Supported Formats for Proxy Encoding

> ❋ Strawberry can work with **all** file formats & codecs supported by your media creation software. The formats & codecs listed below are the ones from which Strawberry can generate preview proxies for local and remote streaming.

## Most Popular Supported Video Codecs

- Apple ProRes
- AVC Intra / XAVC
- Cineform
- DNxHD
- DNxHR
- H.264/AVC

## Full List of Supported Video Codecs

- AJA Kona
- Apple Intermediate Codec
- Apple MJPEG-B
- Apple ProRes
- Arri
- AS-11 IMX 50
- AVC Intra 100
- Avid 1:1
- Avid DV
- Avid DNxHD
- Avid DNxHR
- Avid Interplay C93 & MVE video
- Avid MPEG2 50 – SD
- Avid Meridien
- Avid Packed
- AVS
- Black Magic R210
- Black Magic RAW
- Canopus Lossless
- Cineform
- Cinepak
- DVCPRO
- DVCPRO HD
- Flash Video
- H.261
- H.263
- H.264

- H.265
- HDV
- Motion JPEG
- MPEG 1
- MPEG 2
- MPEG 4
- QuickTime
- Red Digital Cine Camera
- Theora
- VP3, VP5, VP6, VP8, VP9
- Windows Media (All Versions)
- XAVC
- XDCAM & XDCAM HD (All Versions)

## 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: Dec 21, 2023*

# 5.1.4.2. 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*

# 5.1.4.3. 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*

# 5.1.4.4. 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*

# 5.1.5. About the Snapshot Directory

## What is the Snapshot directory used for?

The Snapshot directory contains full snapshots of all Strawberry-manged projects that are located on the online storage (production storage). The purpose of the Snapshot directory is to help Strawberry identifying deleted files and link them to the trash folder.

## Where is the Snapshot directory located?

The Snapshot directory is located on the online storage (production storage) within the media_1 directory. Customers who use multiple storages will find a snapshot directory inside of each storage's media root (e.g. media_1, media_2, media_3, etc.)

## How does the Snapshot Feature Work?

While a project is opened in Strawberry, its Snapshot directory gets updated every 15 minutes. On every update, Strawberry compares the current state of the project with the most recent snapshot. By doing this, Strawberry can identify files that have been deleted from a project and link them to the trash location.

## Does the Snapshot Directory Require Additional Disk

# Space?

The Snapshot directory does not use any additional storage disk space as it comprises hard links only.

# Visualized Example

In this example, we use a project with 3 files. All files from the project are linked to the Snapshot directory.
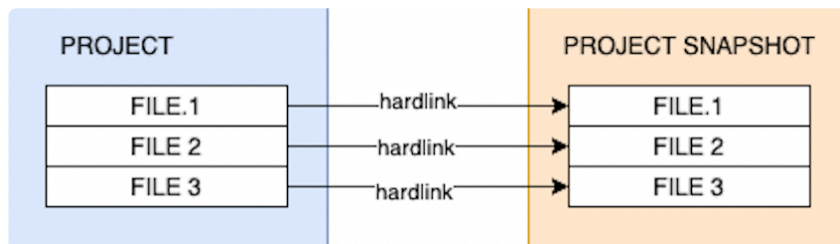


Now, a user purposely or accidentally deletes a file ("FILE 3) from the project. Upon next comparison of the project and its Snapshot directory, Strawberry will recognize that "FILE 3" is no longer present in the project. It is however still present within the Snapshot directory which means, that the file has been deleted from the project. Strawberry will then link the file from the Snapshot to the trash location, where it resides for an admin-defined period of time.
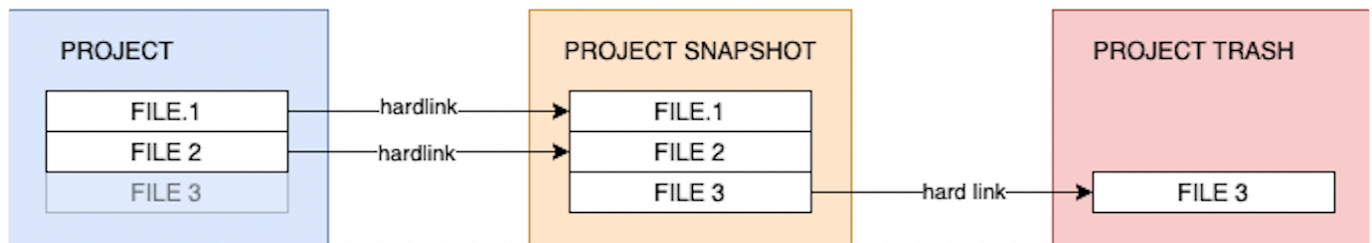


# When does Strawberry Delete Projects and Media Files from the Snapshot Directory?

• When a file gets deleted from a project, its snapshotted version gets moved from the snapshot to the Strawberry-managed trash directory.
• When a project gets deleted via the Strawberry admin panel, it gets moved from the Snapshot directory to the trash directory.
• When a project gets archived, it gets moved from the Snapshot directory to the trash directory.

*Last modified: Feb 25, 2024*

# 5.1.6. About Team Quotas

## Introduction

As of version 6.4.16, Strawberry comes with a new quota system that gives Administrators a more accurate overview of the actual storage space consumption of each Strawberry-managed team. Compared to the previous quota system, a single project can no longer count towards the quotas of multiple teams but to a single team only. While a project can still be assigned to multiple teams, only one of these teams can be responsible for the storage size of that project from a quota point of view.

## Requirements

• This feature has been available since Strawberry 6.4.16

## Usage

• Admin Panel: [How to assign projects to a team's quota](#)

## FAQ

**When updating to Strawberry 6.4.16 or a newer version, what will happen to existing team quotas?**

Any quotas already assigned to teams will remain in place, meaning that if a team had a 1000 GB quota before the update, it will have the same quota after the update. Since the update changes how quota consumption is calculated, all teams will initially show a quota consumption of `0 GB` until [projects are assigned to quotas](#).

**Can non-Admin users also assign projects to team quotas?**

When users have the role capability `Can assign projects to quota teams` [enabled in their user role](#), they can assign quotas during project creation and can assign or change quotas for existing projects.

**What will happen when a team steps over its quota limit?**

When a team has exceeded its quota, every member of that team as well as every Administrator will see a big red warning banner every time they log in. The banner will disappear once the team's quota consumption is in normal parameters.

*Last modified: Sep 29, 2022*

# 5.1.7. API Documentation

The latest Strawberry API documentation [can be accessed from our Website](#).

*Last modified: Dec 02, 2023*

# 5.1.8. 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*

# 5.1.9. 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 | Y3B1IDE2IGRtaSA4NThGOTA2My03OERDLTM2MEEtQjdBQS0wRkNDOUVBOEEzODUgaGQgNTE0NzUwNjggbWFjIDAwOjE0OjViIOmJ0OjNjOjBjIG1lbSA4MDU4OT  |
| Created at | 2018-03-01 |
| Expiration date | 2018-09-01 |
| Workers | 6 |
| NEW LICENSE | |

*Last modified: Aug 19, 2020*

# 5.1.10. 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
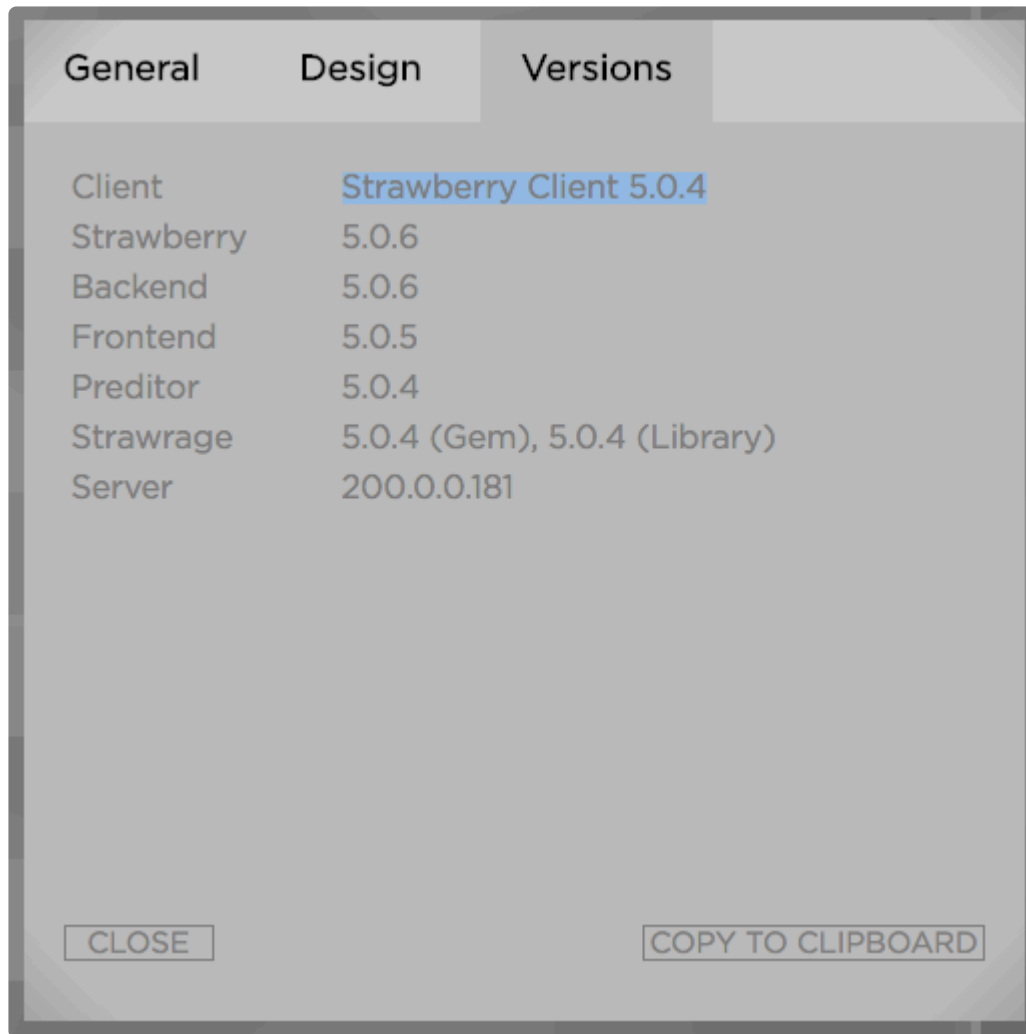
# Identifying the Installed Strawberry Adobe Panel Version

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**
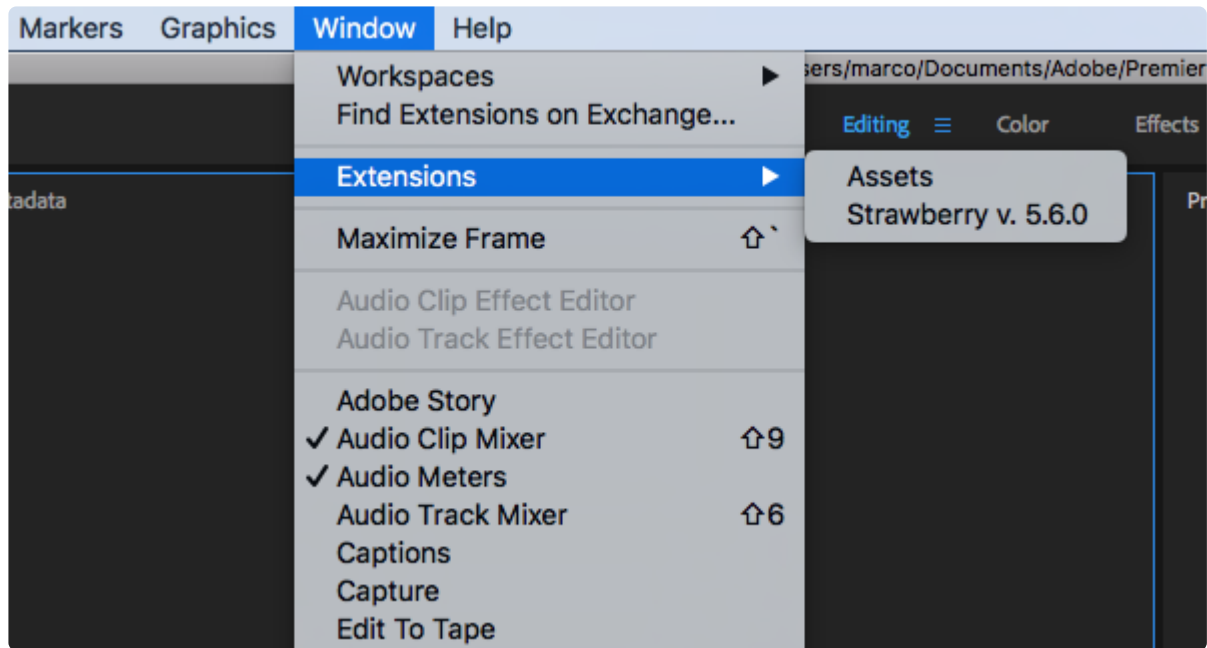
# Identifying the Installed Strawberry Server Version

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*

# 5.1.11. 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
```

*Last modified: Aug 19, 2020*

# 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

# 5.1.13. 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)

# 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

*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.
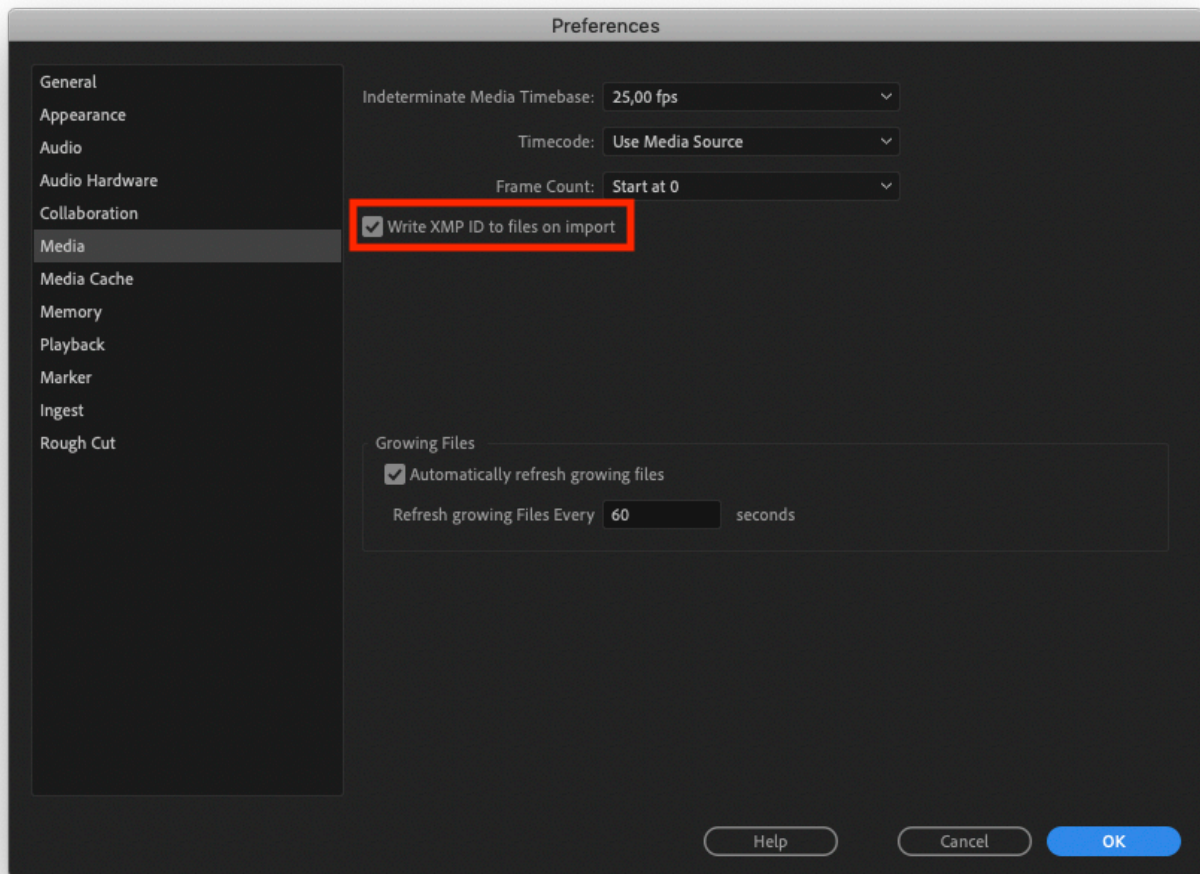
## Step 2: Configuring Premiere Pro CC

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
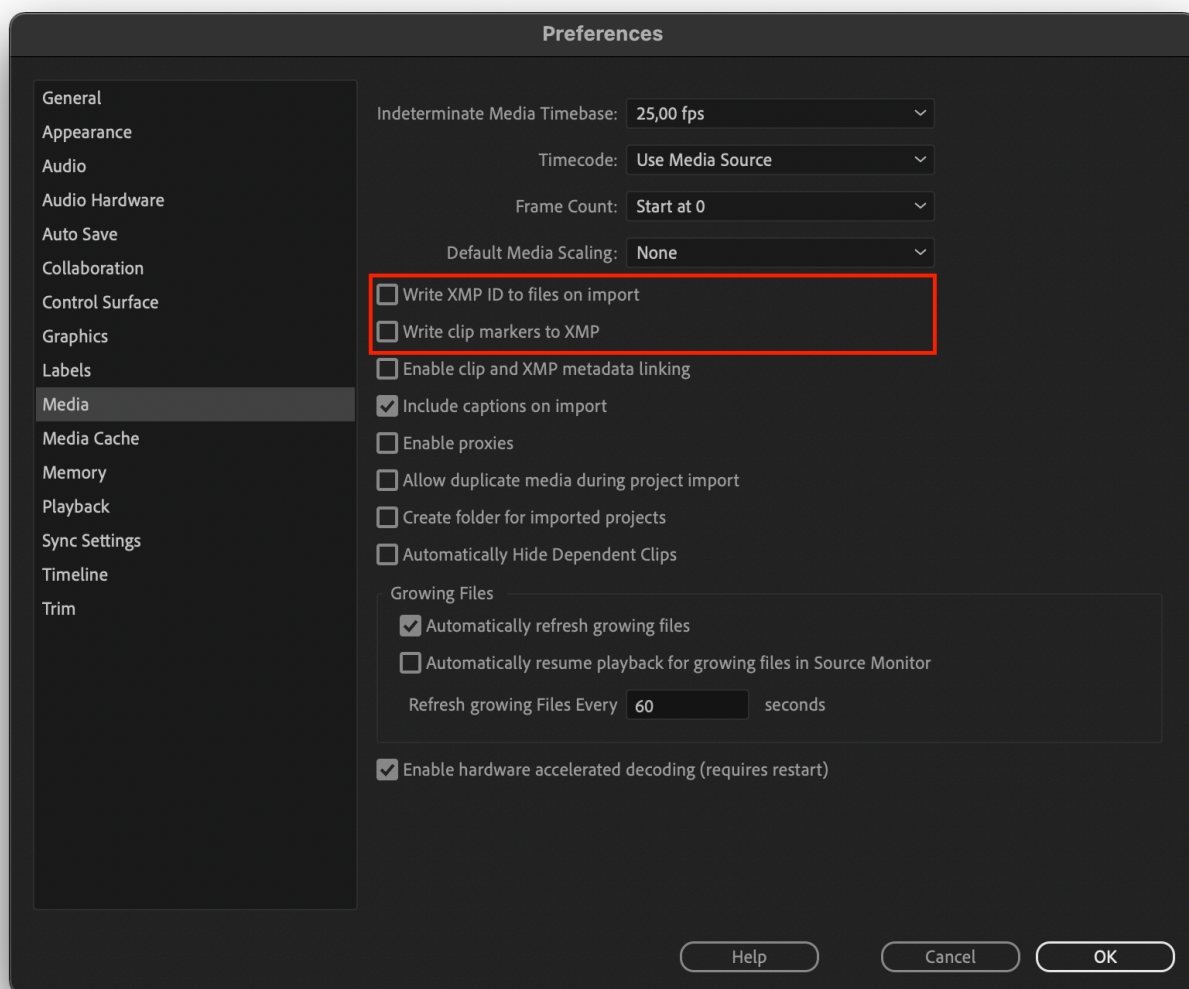


3. Press "OK" to save the changes

*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*

# 5.3.4.2. Project is locked for write

## Introduction

This error appears when Media Composer 2022.4 attempts to open a project from a FUSE mount that emulates the Avid Nexis file system. As of May 2022, Avid has acknowledged this as a bug, and as of July 2022, this bug has been fixed in Media Composer version 2022.7.
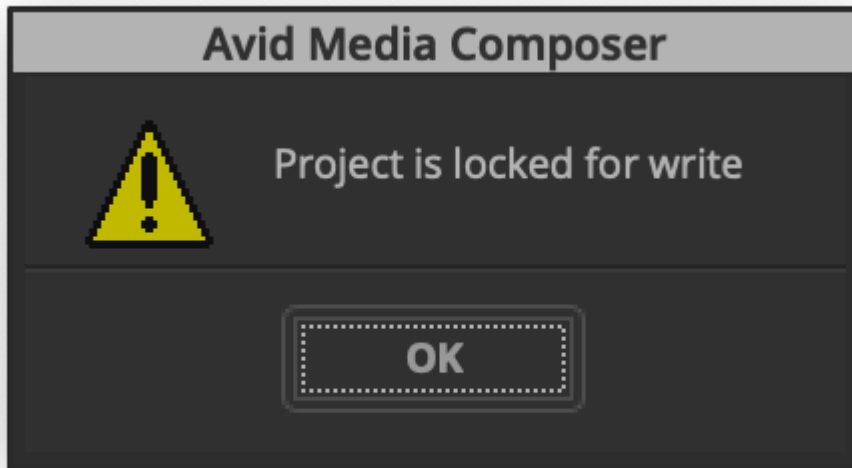
## Solution

The only way to prevent this error from happening is to either downgrade Avid Media Composer to version 2021.12.2 or to upgrade it to version 2022.7 or a newer version.
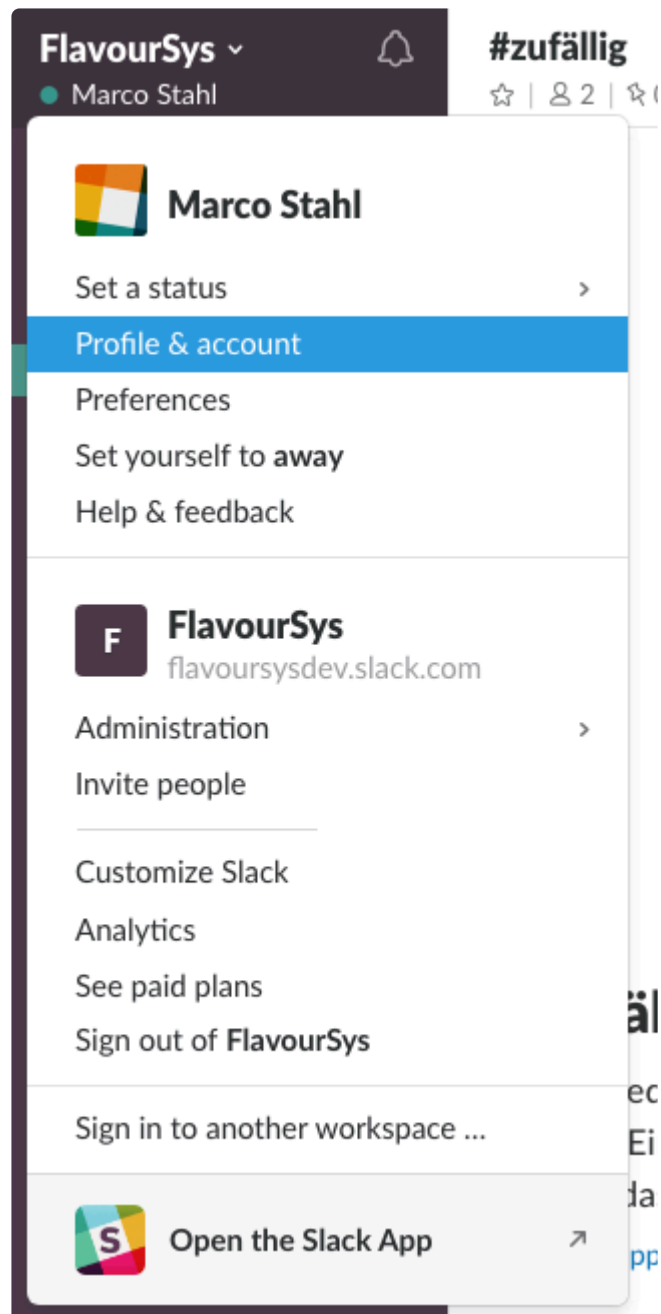
*Last modified: Jul 14, 2022*
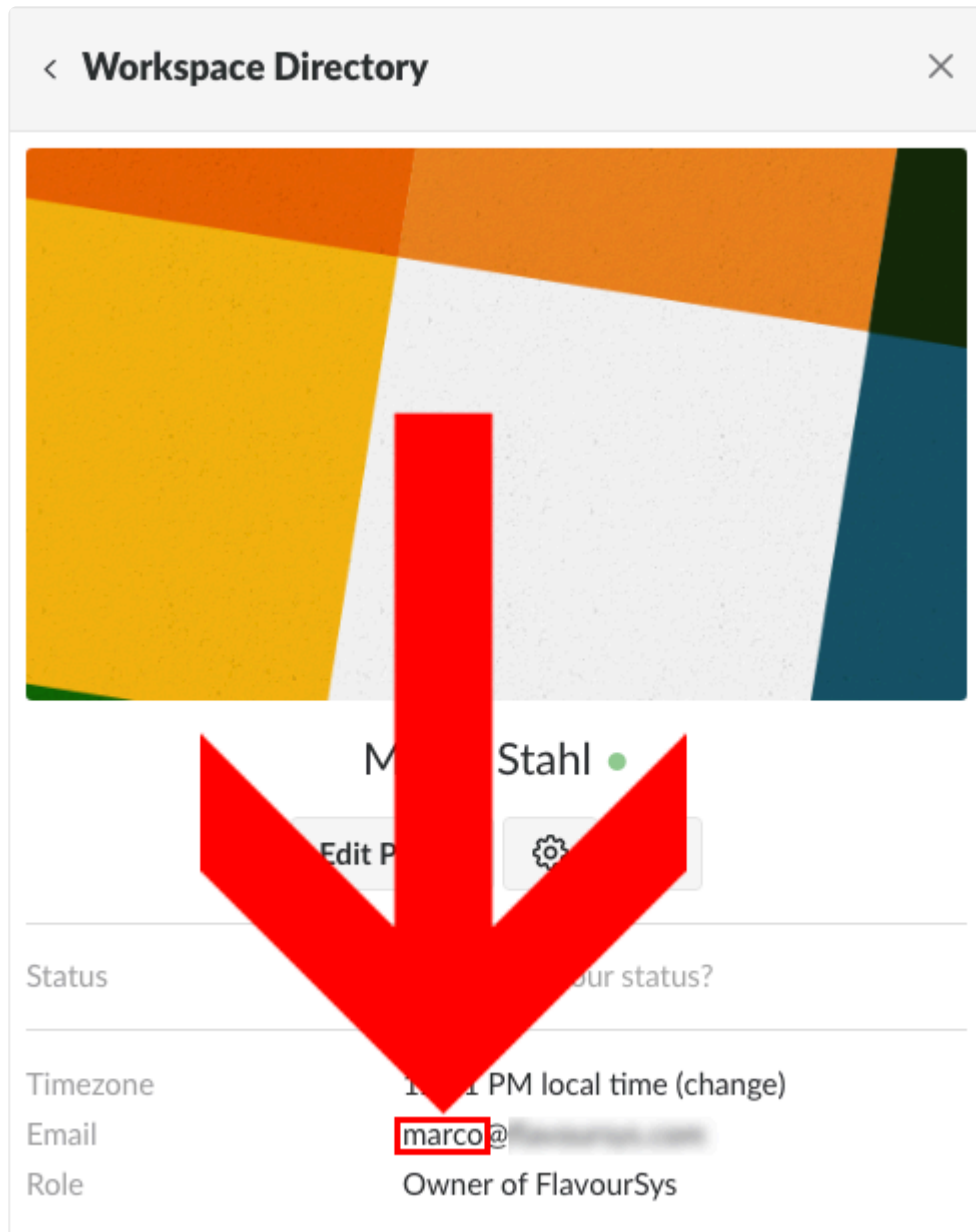
# 5.3.5. Identifying a Slack Username

> ✱ 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

*Last modified: Aug 19, 2020*

# 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

# 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*

# 6. Osiris Manuals

The Osiris manuals have been moved to a dedicated Osiris manual.

*Last modified: Jul 23, 2022*