QTAKE Server User Guide version 1.4

IN2CORE

Table of Contents

QTAKE Server USER GUIDE 1.4

ABOUT QTAKE

QTAKE is the most advanced software application designed and developed for video assist professionals. It is used to log, capture, playback, edit and process video output of the Digital Cinema Cameras as well as traditional film cameras with a video tap.

ABOUT QTAKE SERVER

QTAKE Server is the center-point of the QTAKE ecosystem. It is a metadata collaboration system specialized for on-set use with iPad or iPhone. Thanks to tight integration with high-end QTAKE Video Assist system, it provides instant review of each take on QTAKE Monitor clients. This immediate access to media is the key to accurate and efficient annotation by any department that can supply valuable data for production workflow. In addition to local on-set use, QTAKE Server can run in the cloud to provide secure worldwide access, or push XML data into your existing digital asset infrastructure.

HOW IT WORKS

Once QTAKE synchronizes a project with QTAKE Server it will upload h264 media files and metadata to QTAKE Server which in turn makes those files available to clients using the QTAKE Monitor application. This enables the clients to request and review any recorded clip directly from QTAKE Server independently of QTAKE. Like QTAKE, QTAKE Server also supports extensive clip metadata.

QTAKE Server client access is based around **USERS** and **ROLES**. When Users first connect to QTAKE Server they have no Role. Assigning a Role to a User defines their level of access. Without an assigned Role a User is only able playback clips and view basic metadata. With a Role a user can be given permission to see and edit all metadata, create new metadata groups and add fields to existing metadata groups.

SYSTEM REQUIREMENTS

QTAKE Server requires OS X **10.11** (El Capitan) or higher. A network connection.

QTAKE REQUIREMENTS

QTAKE version 1.2 or later.

RECOMMENDED VERSIONS OF QTAKE MONITOR

QTAKE Monitor for iOS **3.1.7** or later. QTAKE Monitor for macOS **1.4.5** or later.

CLIENT REQUIREMENTS

Supported: iPad 2, iPad mini or iPhone 4s with iOS 9 or later. Recommended: iPad Air 2, iPad mini 4 and iPhone 5s or later.

You can always find up to date hardware recommendations at: http://qtakehd.com/hardware/

BEFORE YOU START

For performance reasons make sure to **UNCHECK** the following feature in OS X System Preferences:

ENERGY SAVER - PUT HARD DISK(S) TO SLEEP WHEN POSSIBLE.

Also it's recommended to set the Computer sleep to **NEVER**.

Turn off **SPOTLIGHT** indexing service for your MEDIA location in System Preferences, by putting the location into the **PRIVACY** section. See the MEDIA LOCATION section for more information about QTAKE Server media storage.

INSTALLATION

To install QTAKE Server simply download the QTAKE Server executable, uncompress it and drag it to the **/APPLICATIONS** folder.

The first time you run QTAKE Server you will be greeted with a EULA (End User Licensing Agreement). You will need to enter Name, Company, Email and Address of the Licensee in order to accept the EULA. QTAKE Server will also create a folder in /Applications called **QTAKE SERVER**. This folder contains the following subfolders:

/APPLICATIONS/QTAKE SERVER /LOG (contains application log) **/LICENSE** (contains license file)

QTAKE SERVER LICENSE

Licenses for QTAKE Server can be rented through the QTAKE Shop. In order to rent QTAKE Server from the QTAKE Shop you will need to create a QTAKE Shop account and register one or more DONGLE IDs or MACHINE IDs to your QTAKE Shop account. Once a MACHINE ID or DONGLE ID is registered to your account you can rent QTAKE Server or modules for QTAKE through the shop adding additional features and functionality to your QTAKE package with a few simple clicks.

You can also create a QTAKE Shop account and register your dongle or machine directly from QTAKE Server. See the LICENSE section for more information.

If you are downloading a license file directly from the shop you should uncompress it and place it in **/APPLICATIONS/QTAKE SERVER/LICENSE.**

To create a QTAKE Shop account, register machines and rent QTAKE Server or QTAKE modules visit the QTAKE Shop at: http://shop.qtakehd.com

For instructions on how to use the shop please see: https://shop.qtakehd.com/instructions

USER INTERFACE

QTAKE SERVER INTERFACE
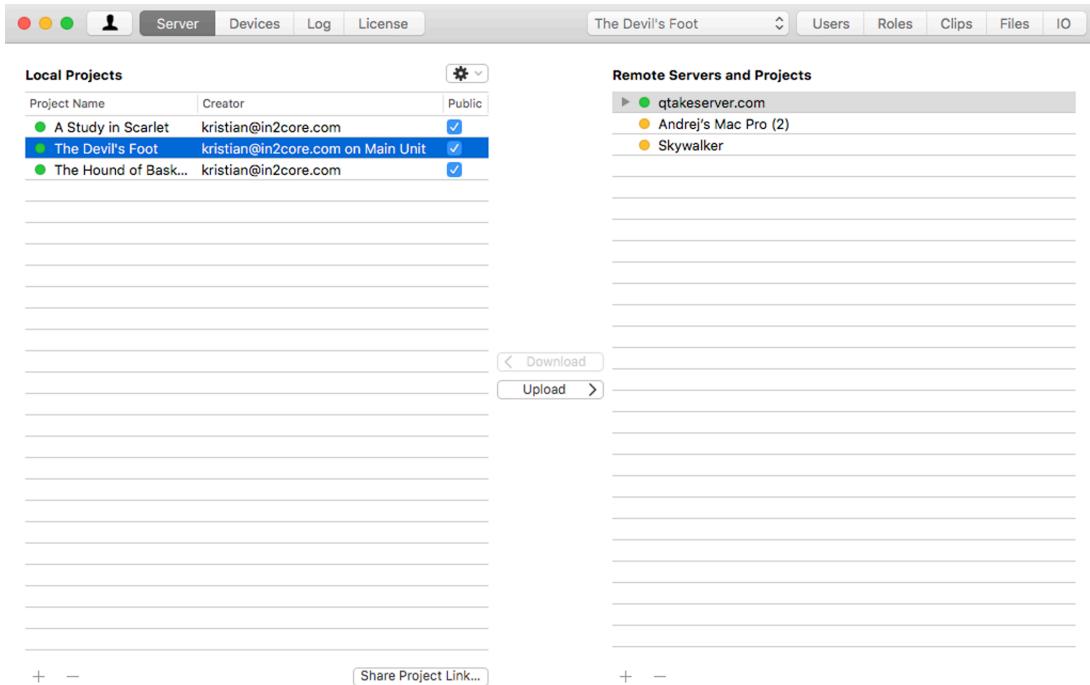
> **NOTE:**
> The Server status tabs are always accessible, even when you do not have a project selected. The Project tabs (Users, Roles, Clips, Files and IO) are only available when a project has been selected.

1. User button - Allows you to log in with your user credentials.
2. Server tabs - Synchronize with remote servers and view the status of your server and license.
3. Notifications area - Displays notifications such as project synchronization requests and user approval requests.
4. Project selector - Lists local projects and lets you select a project to work with.
5. Project tabs - Approve users, manage permissions and media in the selected project.
6. Main application area - Shows controls for the selected tab.

PREFERENCES

ENABLE BONJOUR SERVICE

This allows computers running QTAKE or QTAKE Server and iOS devices running QTAKE Monitor to find the server on the local network. If the bonjour service is disabled clients and other servers will need to manually enter the hostname or IP address of the server in order to connect.

HOST NAME

This is the address that QTAKE clients will use to connect to the QTAKE Server. Project links and Server links will by default include the Bonjour name of your server. The Bonjour name will however only work on a local network (provided the Bonjour service is not disabled). If you are setting up a remote or cloud based QTAKE Server you can use this field to provide either a fully qualified domain name or a public IP address. Clicking Reset will revert the field back to the Bonjour name of your computer.

SSL CERTIFICATE

The Preferences window also allows you to add an SSL Certificate to QTAKE Server. The SSL Certificate is used to ensure that the holder is the owner of the domain name. Since the certificate is tied to a domain name it is only useful for remote or cloud based QTAKE Servers. Having an SSL Certificate avoids having to share Project or Server Links before synchronizing project between QTAKE Servers. You can obtain an SSL Certificate from a Certification Authority (CA) and we recommend to install an SSL Certificate when deploying a cloud-based QTAKE Server.

The CA will provide you with the certificate and a private key. Press the **CHANGE** button next to **SSL CERTIFICATE**. Then paste the **CERTIFICATE** and **PRIVATE KEY** into the corresponding boxes. If the CA provided you with an encrypted private key then QTAKE Server will automatically check the **ENCRYPTED** checkbox and you will be required to enter the **PASSWORD** you specified in the process of obtaining your certificate.

To go back to using the default self-signed certificate press **REMOVE**

An SSL Certificate is recommended when setting up a QTAKE Server with a domain name. Having a certificate avoids having to send a project or server link in order to synchronize.

> **NOTE:**
> For further information about SSL Certificates, passwords, firewall settings and security in general, see the SECURITY section of this User Guide.

MEDIA LOCATION

By default QTAKE Server stores its media files in **~/LIBRARY/APPLICATION SUPPORT/ COM.IN2CORE.QTAKESERVER/MEDIA.** To change the location go to the menu bar and click **QTAKE SERVER - PREFERENCES** A dialog will appear allowing you to type in or browse for the new media location. Existing media will be migrated to the new media location.

> **NOTE:**
> Do not attempt to manually add or remove clips from the media directory. QTAKE Server only accepts files uploaded from QTAKE or imported via a watch folder.

USER ACCOUNT

Click the User button to login or create a QTAKE Server user account. A QTAKE Server account is

needed in order to synchronize projects with remote servers. If you already have a QTAKE user account you can login with the same credentials. Using the same credentials in QTAKE and QTAKE Server allows you to upload projects without server-side approval.

If you already have a QTAKE Shop account you can also choose to use the same credentials for QTAKE Shop. This saves you having to login to the QTAKE Shop separately in the License tab.

NOTE:
There is no need to create a user account beforehand, it will be created as soon as you enter an email address and a password.

SERVER

SYNCHRONIZING

The **SERVER** tab lists local and remote projects and lets you synchronize projects between multiple QTAKE Server applications. The main program area is divided into two columns. The left column lists local projects. These projects have either been created by QTAKE Server or uploaded from QTAKE or synchronized from another QTAKE Server. The **CREATOR** column lists the email of the user that created the project. Unchecking the **PUBLIC** checkbox lets you hide projects from other QTAKE clients that have not received a Project Link.

SHARE PROJECT LINK

Security is paramount when making project assets available over a network. QTAKE and QTAKE Server employs a multi layered security approach. An internet facing QTAKE Server with a domain can verify its authenticity with an SSL certificate. However, a local server cannot, so in order to ensure its identity QTAKE Server deploys pre-shared certificate fingerprints. Before QTAKE clients [QTAKE, QTAKE Server and QTAKE Monitor] can connect to a QTAKE Server project the server needs to provide such a fingerprint via the **SHARE PROJECT LINK** button. Project links can be shared to QTAKE Monitor via QR code, AirDrop, Messages, Mail or other applications that support hyperlinks.

UPLOAD OR DOWNLOAD A PROJECT

The **REMOTE SERVERS AND PROJECTS** list is by default populated with the public projects of the QTAKE Servers that have been located via Bonjour on the local network. If a project link has not been shared the server will be marked with a orange dot. Hovering the mouse over a status dot will show the status of the connection. When the remote servers status dot is green you can request to download any public project or private project that you have added project links for. You can alternatively select a local project to upload. The remote server administrator will receive a notification and can approve the upload request. To add a server that is not on the local network or has disabled the Bonjour service (see the ENABLE BONJOUR SERVICE section above) click the plus sign **(+)** at the bottom of the Remote Servers and Projects list. You will then have to manually enter the IP address or the host name of the remote server to add. Once a project has either been downloaded from, or uploaded to a remote QTAKE Server the projects will stay synchronized, provided there is a network connection between the two QTAKE Servers.

REMOVING PROJECTS FROM QTAKE SERVER

The Server tab also lets you remove local projects from QTAKE Server. Simply select the project in the **LOCAL PROJECTS LIST** and click Remove Project. This will also remove all media associated with that project.

DEVICES

The **DEVICES** tab lists projects and clients [devices] connected to the local projects of your QTAKE Server. The columns of the list shows the Name, User, Status and the last time the Status Changed for each device. The Share Server Link button allows you to share certificate fingerprint for the server similar to the Share Project Link feature. However, this server link does not contain a link to

a specific project so while a client with a server link can connect, it can only see projects marked as public in the Local Projects list.

LOG

The **LOG** tab shows the application log for QTAKE Server. When troubleshooting issues you might be asked to provide the application log for QTAKE Server. Clicking **SEND LOG** will take a snapshot of the current application log and open it in your default email client. Change the Subject field and add any additional information regarding the issue to the body of the email message. You can also copy and paste the contents of the message into an external email client.
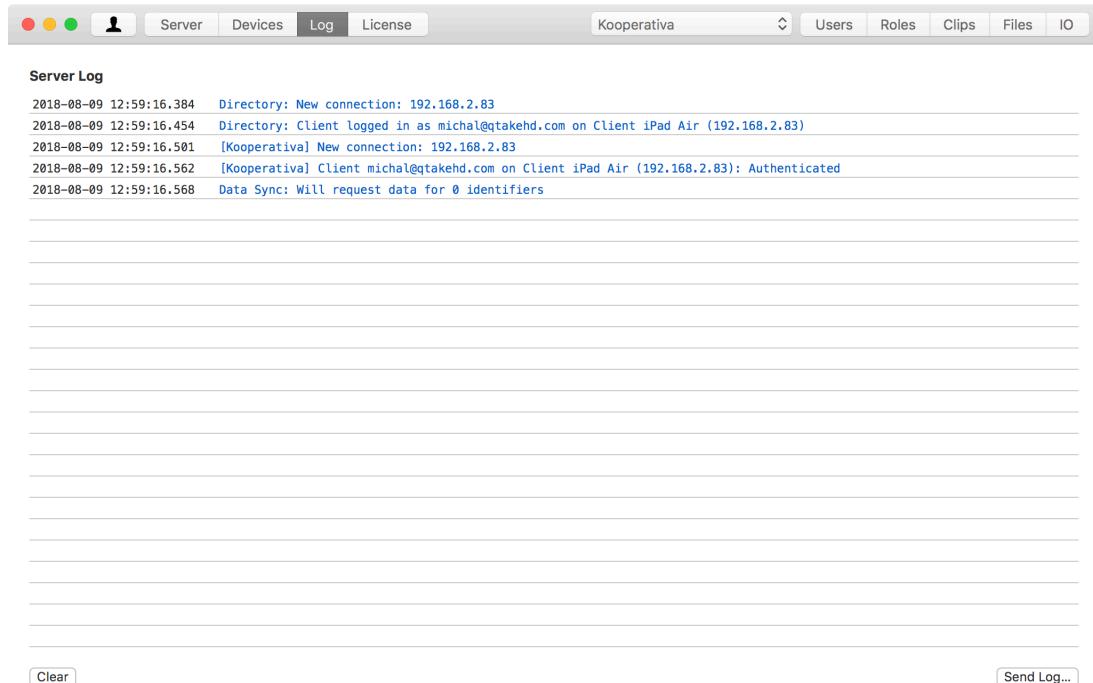
LICENSE

The **LICENSE** tab gives you an overview of your Computer ID, Dongle IDs from connected dongles and any module licenses you have downloaded from QTAKE Shop. In the top right of the main application area you can see the QTAKE Shop account that is currently logged in. If you would like to log in to a different account or create a new account click the **LOG IN** button.
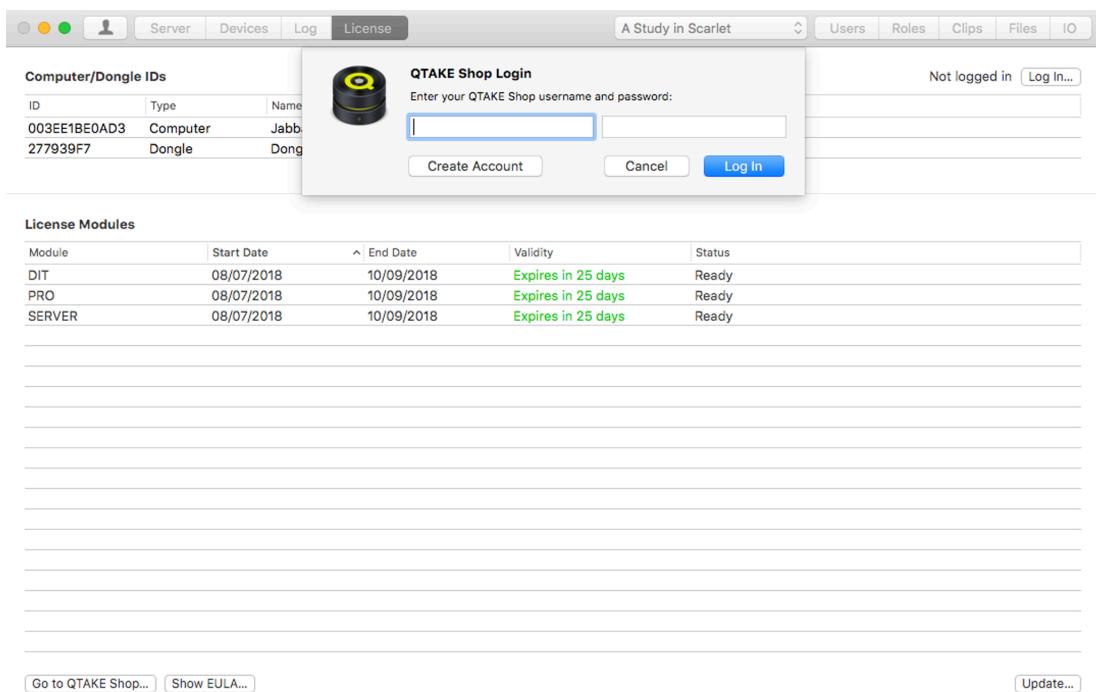
Clicking the **GO TO QTAKE SHOP** button will open Safari and take you directly to the QTAKE Shop. The **UPDATE** button will download any available licenses from the QTAKE Shop. If you are not logged in to a QTAKE Shop account when pressing the Go to QTAKE Shop or Update buttons you will be prompted for your details and have the ability to create a new account. The **SHOW EULA** lets you review the QTAKE Server End User License Agreement.

PROJECTS

PROJECT

The **PROJECT SELECTOR** is drop-down menu containing all the projects that have been uploaded or synchronized with QTAKE Server. To make changes to a project or users connected to that project select it from the list. The Users, Roles, Clips, Files and IO tabs will become active when a project has been selected.

USERS

When a client tries to connect to a QTAKE Server their email address will appear in the Users list. They can then be approved for basic playback access by clicking the check box in the **APPROVED** column. An approved user with No Role will not have access to any metadata other than the CAM, ROLL, SCENE, SHOT, TAKE and RATING information.

The **FULL NAME** and **PROFESSION** fields can be edited by double clicking on the area next to the Approve checkbox.

Clicking the **BAN** checkbox will mark the selected user as banned. The user name (email) will appear with a line through the name to identify it as banned. A banned user is automatically unapproved and denied access to QTAKE Server.

If a user forgets his password it can be reset using the **RESET PASSWORD** button. If a user has requested a password reset you will see a notification in the notification area of the interface. You can then accept the new password from the Reset Password window by clicking on the **ACCEPT PASSWORD FROM** button or type a new password for the user in the text box.

> **NOTE:**
> Unlike most other account based systems there is no need to "create" users in QTAKE Server before they connect. Instead, users are created in the QTAKE Monitor application and appear in the Users list automatically. This simplifies user management since users only have to be approved with a single click in QTAKE Server.

WATERMARK

A custom **COPYRIGHT WATERMARK** can be created for each project. Users will see this watermark together with their **EMAIL** displayed as an overlay when playing back clips in QTAKE Monitor. The top slider controls the **OPACITY** of both watermarks. The **ALIGNMENT, VERTICAL POSITION** and **MAXIMUM SIZE** of the Copyright watermark and the Client Name watermark are individually adjustable. The watermark can be disabled for individual roles. The watermark settings for a project are synchronized with Qtake.
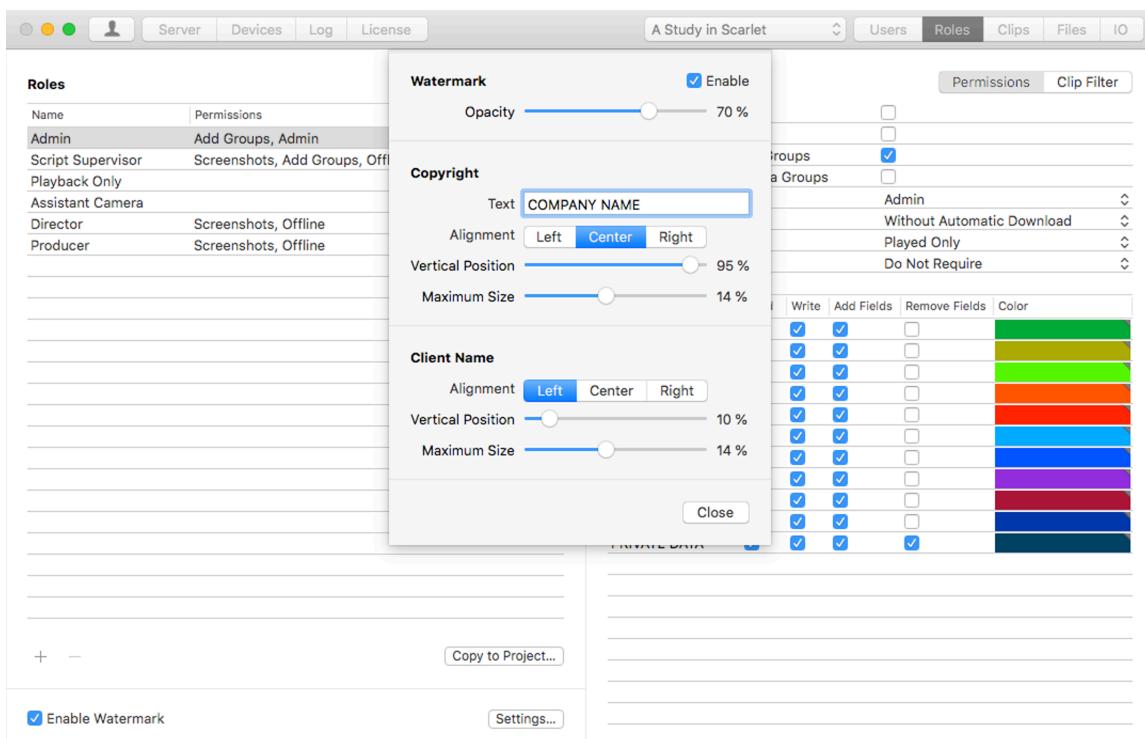
COLLECTIONS

Many parts of QTAKE Server uses a concept called Collections to display or process a subset of the clips in the project. The Role Clip Filter, PDF Report and Export Folders all use collections to define what clips to display or include. QTAKE Server defines a few default collections but using QTAKE Monitor allows you to create custom Shared Collections based on any of the metadata fields. To create a shared collection on your iPad or iPhone, first create a smart collection, then swipe left over its name in the list of collections and tap Share. These collections can then be used in QTAKE Server to, for instance, export a custom PDF Report that only includes clips from that collection. Collections can also be combined to further narrow down the selection of clips. For example, creating a shared collection that only includes clips from a specific scene and combining that with the Starred collection will only show you clips from that scene with a one or more star rating.

ROLES

Roles are in essence a group of users with a similar function on set. In order for users to read and write additional metadata of the clips a Role needs to be created and assigned to them. To create a Role click the plus sign at the bottom of the Roles section of the interface. When the Role is selected you are able to give it a name and change its permissions.

COPY TO PROJECT
Instead of recreating Roles and metadata fields in each project you can copy them from one project to another with the Copy to Project button.

ALLOW SCREENSHOT

Allows the User assigned to that Role to take screenshots. Screenshots are placed in the iPad's

photo library.

DISABLE WATERMARK

Will disable the overlaid watermark for that Role.

ALLOW ADDING METADATA GROUPS

This allows the Role to add custom groups of metadata. See the Metadata section for more details.

ALLOW REMOVING METADATA GROUPS

This allows the Role to remove custom groups of metadata. In addition to this the Role also needs to have Remove Fields permission in that group in order to remove the group itself.

SERVER ACCESS

The Server Access selection governs what QTAKE Servers the Role can access and how the Role can access them. QTAKE Server makes a distinction between local servers that can be accessed with Bonjour (meaning servers on your local network) and remote servers (servers deployed in the cloud). The default selection is **ANY SERVER** meaning the Role can connect to both local and remote servers. **LOCAL ONLY** will prevent the Role from accessing remote servers. **OFFLINE** means the Role has access to both local and remote servers and allows access to playback and metadata editing even without an active connection to a server. **ADMIN** includes all of the Offline privileges, as well as giving the Role access to the ADMIN interface in QTAKE Monitor. This allows the User to Approve, assign Roles, Ban and change permissions of other Roles from QTAKE Monitor without having to go through the QTAKE Server interface.

OFFLINE ACCESS

The Offline Access setting controls what media will accessible when QTAKE Monitor does not have a connection to QTAKE Server. **NONE** means that QTAKE Monitor will not allow playback and editing metadata when there does not exist an active connection to QTAKE Server. **WITHOUT AUTOMATIC DOWNLOAD, DOWNLOAD ALL EXCEPT REHEARSALS** and **DOWNLOAD ALL TAKES** grants Offline Access and sets the Download Media selection to the corresponding setting. See below for a description of the Download Media settings.

DOWNLOAD MEDIA

This dropdown selects what media should be downloaded and cached in QTAKE Monitor. By default this is set to **PLAYED ONLY**, meaning only clips that the user has played will be cached on the device. Setting **DOWNLOAD MEDIA** to **ALL EXCEPT REHEARSALS** or **ALL TAKES** tells QTAKE Monitor to download the selected media automatically as soon as it is available from QTAKE Server. Changing the Download Media setting will also adjust the Offline Access setting accordingly. Download Media combined with Offline Access, provides a way for a user to review material after the shoot without the need for an active network connection.

METADATA AND PERMISSIONS

Information about a clip, such as the slate information or the shutter angle of the camera, is called

metadata and is organized into **METADATA GROUPS** in QTAKE and QTAKE Server. Every project has a set of default metadata Groups called Predefined Groups. A user with the correct permissions can add Fields to those groups but it is not possible to remove predefined Groups or Fields. In the Users tab you can control the permissions for each role in regards to metadata groups. The following permissions can be assigned:

Permission	Effect
Read	Role can view the group and all fields but is not allowed to change any values
Write	Role can view fields and change values
Add Fields	Role can add custom fields in addition to being able to change values of existing fields
Remove Fields	Role can remove custom fields in addition to being able to change values of existing fields*

Predefined fields cannot be removed.

In addition to the above a role can be given permission to add or remove complete metadata groups. In order to remove a group the role also needs Remove Fields permission for that group.

The **COLOR** column in the Metadata Group table allows you to set the color tint of the Metadata Group in QTAKE Monitor. Changing the color is purely cosmetic, distinct colors eases navigation between the Metadata Groups.

CAUTION
Giving a Role permission to Remove Metadata Groups or Remove Fields can be dangerous. Removing fields or groups will remove all data associated with those entities for all users. Assign permissions with care.

CLIPS

The Clips tab shows the currently selected projects clips along with the **CLIP PROCESSING STATUS**. Clips with the Failed status message next to them have not been imported either because a h264 proxy file was not recorded by QTAKE or that the imported file format was incompatible. For files originating from a Watch Folder see the IO section below.

CLIP FILTERS

The **COLLECTIONS** list lets you filter what clips that appear in the **CLIPS** list by checking or unchecking various collections. The Collections list will, in addition to the default Smart Collections, display any user created collection that has been marked as Shared. See COLLECTIONS for more information.

MEDIA

The **MEDIA** list shows what media files are uploaded to QTAKE Server for the selected clip in the Clips list. The Settings button opens a window that lets you choose what media QTAKE Server should request and store for the clips in the project. Each column represents one media type and you can further refine what clips are uploaded using collections. See COLLECTIONS.

PDF EXPORT

QTAKE Server can generate PDF Reports with thumbnails and metadata for each clip. The selection of clips included in the report is defined by what shared collections are selected in the Clips tab. PDF Reports are generated based on a template that defines the layout and content of the report. QTAKE Server includes two predefined templates, a Project Report template and a Camera Report template. You can create new templates by duplicating and editing one of the existing templates (See Creating a Template for more details) in the template editor. The flexibility of the template editor allows for custom reports for any departments that require them.

PDF REPORT TEMPLATES

To create a new PDF report template click on the **PDF REPORT** button in the Clips tab (or go to File menu, PDF Report) and select the report you would like to base your new report on. Click the Duplicate button and name your new PDF report template. The left side of the template editor lets you choose what metadata fields are included and the sorting order of the clips in the report.

ADDING AND REMOVING METADATA FIELDS

Use the segmented button to choose wether the fields should be added to the page header or the individual clip entries in the report. To add a field select it from the **AVAILABLE FIELDS** list and use the arrow button (>) to add it. When the report is in Flow Layout both the Page Header and the clip entires have a heading and a data section. These are separated by a horizontal line in the **INCLUDED FIELDS** list. Drag the field to move it between the data section and the heading. Each field in the Included list also has a drop-down menu to define its relation to the next field. The options are **NO SPACE, SLASH, SPACE** and **NEW LINE**.

Fields added to the Page Header will show up in the gray section of the preview. The Page Header will be repeated at the top of each page in the report. The header would normally be populated with fields from the Project Data group but you can optionally add fields from other groups. If fields with multiple values are added the header will show all values separated by commas.

The **SORT ORDER** tab lets you control the sorting of clips and the page breaks of the report. Clips in the report are sorted, in order from top to bottom, by the fields in the Included Fields list. There is a horizontal bar dividing the Included Fields list into two sections just like in the Clip and Page Header. Fields added above this line will cause the report to be divided into sections separated by page breaks based on their values.
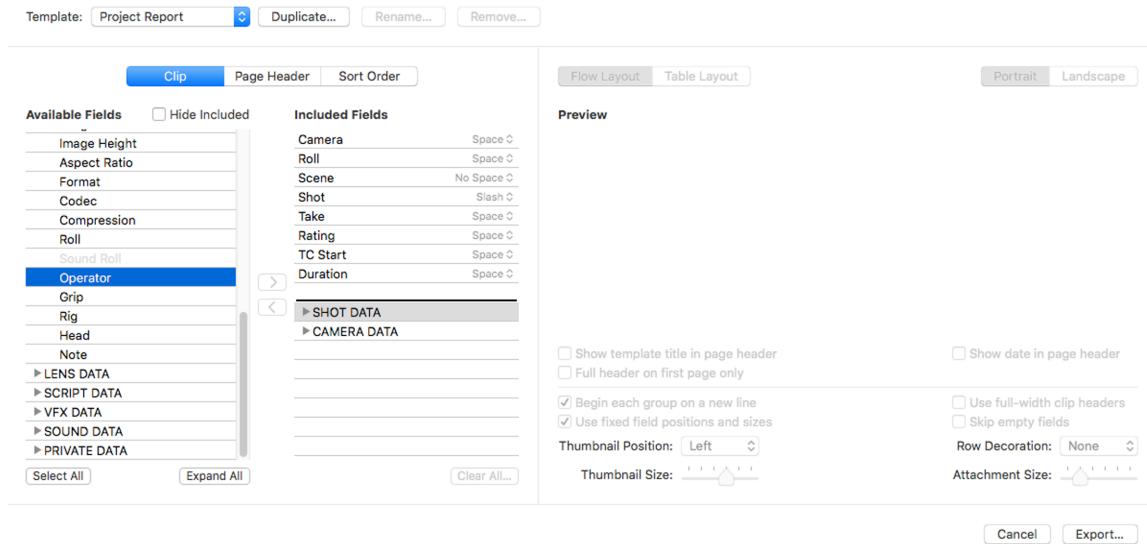
REPORT LAYOUT

The right side of the template editor contains a preview of the report, and controls for the page layout of the report. A segmented button near the top lets you choose between a Flow Layout and a Table Layout for the report. Select the Camera Report in the Template drop-down menu for an example of a report in table layout.

You can add the name of the template and the date when the report was generated to the report header by checking the **SHOW TEMPLATE TITLE IN PAGE HEADER** and **SHOW DATE IN PAGE HEADER** checkboxes.

Checking the **FULL HEADER ON FIRST PAGE ONLY** checkbox will remove fields below the horizontal line in the Page Header tab on all pages of the report except for the first.

The bottom row of controls allows you to change the layout of the clip entries. Unchecking **BEGIN EACH GROUP ON A NEW LINE** allows for more compact layout by putting the metadata groups closer together. **USE FIXED FIELD POSITIONS** and sizes will make sure the fields stay in the same place in each clip entry by adjusting the size of the field in the report to accommodate the clip with the largest amount of characters in that field. **USE FULL-WIDTH CLIP HEADERS** will adjust the thumbnail to allow more information in the header. **SKIP EMPTY FIELDS** will remove fields without data from the report. You can also adjust the thumbnail position and row decoration for the clips.
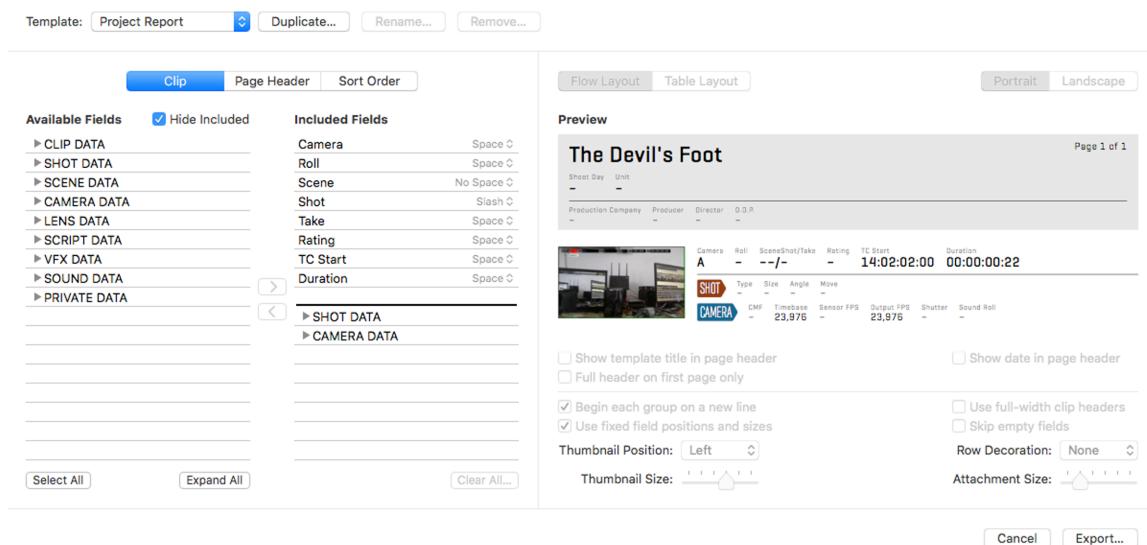
FILES

The **FILES** tab shows the upload status of all metadata attachments in the selected project. Metadata attachments are created when photos or videos are uploaded to an Attachments type field by a QTAKE or QTAKE Monitor client.

IO

The IO tab contains controls that let you setup watch folders to import media and export folders to export media from the project. The Upload Integrations section lets you configure QTAKE Server to sync to third party collaboration services such as Moxion.io.

WATCH FOLDERS

A watch folder is a designated folder that provides a means of importing clips directly into a QTAKE Server project. Once a watch folder has been set QTAKE Server will periodically check that folder for any new media.

To setup a watch folder first make sure that the project you want to use is selected in the project selector drop-down menu then click on the **WATCH FOLDERS** button in the tab selector. Click the small plus sign in the bottom left corner and browse for the folder you want to designate as a watch folder. QTAKE Server will immediately catalog the contents of the folder. You can monitor the progress of the import process in the right hand column.

By default QTAKE Server will only import media that has a matching **CAMERA MEDIA FILENAME(CMF)** and clip in the project database. This allows you to replace existing QTAKE Server media with graded media from an external dailies software solution. By selecting **CREATE NEW CLIPS FOR ADDED MEDIA FILES** you can override the default behavior and have QTAKE Server import any compatible media it finds, creating new clip entries for those that do not match an existing clip and CMF. You can also copy whole folder structures into the Watch Folder. QTAKE Server will interpret subfolders as **/SCENE/SHOT/TAKE/** metadata when importing clips.

Selecting **DELETE PROCESSED MEDIA FILES** will remove files from the watch folder after they have

been imported.

/WatchFolder/10/A/1/Clip.mov will add the following metadata: Scene:10 Shot:A Take:1

/WatchFolder/11/Clip.mov will add the following metadata to the clip: Scene:11

EXPORT FOLDERS

Use the Plus [**+**] button to add an **EXPORT FOLDER**. The **EXPORT COLLECTIONS** list lets you filter what clips are included in the export by checking or unchecking the checkbox next to the collection. Each export folder can have its own set of collections. See COLLECTIONS.

The **MEDIA TYPE** dropdown lets you select what type of media to export to the folder. The **FILENAMES** dropdown lets you choose whether the media should use QTAKE Filenames or Camera Media Filenames and you can even create custom filenames by creating a new template with the **FILENAME TEMPLATES** button. You can also choose whether the files should be organized into subfolders based on Camera, Scene and Shot metadata or not. Clicking the checkbox will start the export of QTAKE Server media to the folder. As long as the checkbox is ticked, new media will be copied to the export folder.

NOTE
In order for the media to be exported to an Export Folder it first needs to be uploaded to QTAKE Server. You can select what media QTAKE Server should request in the Clips tab.

UPLOAD INTEGRATIONS

The **UPLOAD INTEGRATIONS** list lets you upload media from your project to external third party media collaboration sites. QTAKE Server currently supports Moxion.io. Click the plus [+] button to add an entry to the list. Upload Integrations are disabled by default allowing you to adjust settings before the upload begins. The **UPLOAD COLLECTIONS** list allows you to filter which clips to upload by checking or unchecking certain collections. Click the Enable checkbox when done to initiate the upload. Qtake will automatically upload new clips that match the selected collections.

SECURITY

PASSWORD REQUIREMENTS

Passwords for QTAKE Monitor and QTAKE Server have certain requirements to ensure that they are not easily guessable. To be accepted a password has to abide by the following rules:

The Password

1. must be at least 8 characters long.
2. must include a lowercase letter.
3. must include an uppercase letter.
4. must include a number.
5. must not contain parts of your email address.
6. must not have 4 or more identical characters in a row.
7. cannot be a single dictionary word.

LOCAL QTAKE SERVER

PROJECT AND SERVER LINKS

To ensure that the communication between the server and its clients cannot be intercepted or eavesdropped on, QTAKE Server deploys pre-shared certificate fingerprints. Before QTAKE clients [QTAKE, QTAKE Server and QTAKE Monitor] can connect to a QTAKE Server, the server needs to provide such a fingerprint via the **SHARE PROJECT LINK** or **SHARE SERVER LINK** buttons. Project and Server links can be shared to QTAKE Monitor via QR code, AirDrop, Messages, Mail or other applications that support hyperlinks.

WI-FI SECURITY

We recommend using WPA2 encryption and a password that is not easily guessable. You can use the QTAKE Monitor and QTAKE Server Password requirements listed above as a guide for choosing your Wi-Fi password. Due to the way WPA2 works, it is also a good idea to choose a non-trivial name (SSID) for the network.

DEVICE SECURITY

Devices (iPhones, and iPads) are automatically encrypted if they are using iOS 8 and above. In order to take advantage of the encryption we recommend locking your device with a passcode.

CLOUD-BASED QTAKE SERVER

SSL CERTIFICATES

Instead of sharing Project and Server links, an internet facing QTAKE Server with a domain name can use an SSL Certificate to allow synchronization between it and other QTAKE clients.

The SSL certificate acts like an identity card for your server. It is issued by a Certification Authority

[CA] and it proves that the holder of the certificate is the rightful owner of the signed domain name. Having an SSL Certificate installed in QTAKE Server guarantees that communication between QTAKE clients and QTAKE Server is encrypted in such a way that it cannot be intercepted or eavesdropped on by unauthorized third parties.

The CA will verify that you are the owner of the domain name, usually by sending a verification email to an email address associated with the domain name. You will then need to enter the Certificate and the Private Key into the **PREFERENCES - SSL CERTIFICATE** window. See the SSL CERTIFICATE section for more details.

FIREWALL SETTINGS

In order for QTAKE Server to function the computer or routers firewall need to accept incoming traffic on the following ports:

TCP 44443 TCP 8500 - 8600

> **NOTE**
> SSL Certificates can be obtained from a CA. There are many CAs, some of them offer free certificates. An example of a CA that provides free certificates is: https://www.startssl.com

TROUBLESHOOTING

TROUBLESHOOTING QTAKE SERVER

NO LICENSE

Make sure the license file is unzipped and placed in /Applications/QTAKE Server/License. If you do not have a license file for QTAKE Server please contact IN2CORE.

REMOTE SERVER IS NOT LISTED IN THE SYNC TAB

If a remote server is not listed in the Remote Servers and Projects column it means that it will have to be added manually. Click the Add Server button and enter the host name or IP address of the remote computer.

# QUICK SETUP

STEP BY STEP GUIDE

This guide assumes that you have a functioning installation of QTAKE 1.2 or later and a licensed QTAKE Server running on the same computer. If that is not the case please refer to the installation instructions in either the QTAKE User Guide or the QTAKE Server User Guide.

In order to test client functionality you will also need an iPad or iPhone running QTAKE Monitor and a working network connection between the QTAKE Monitor device and the computer running QTAKE and QTAKE Server.

1] Launch QTAKE Server and navigate to the Server tab.
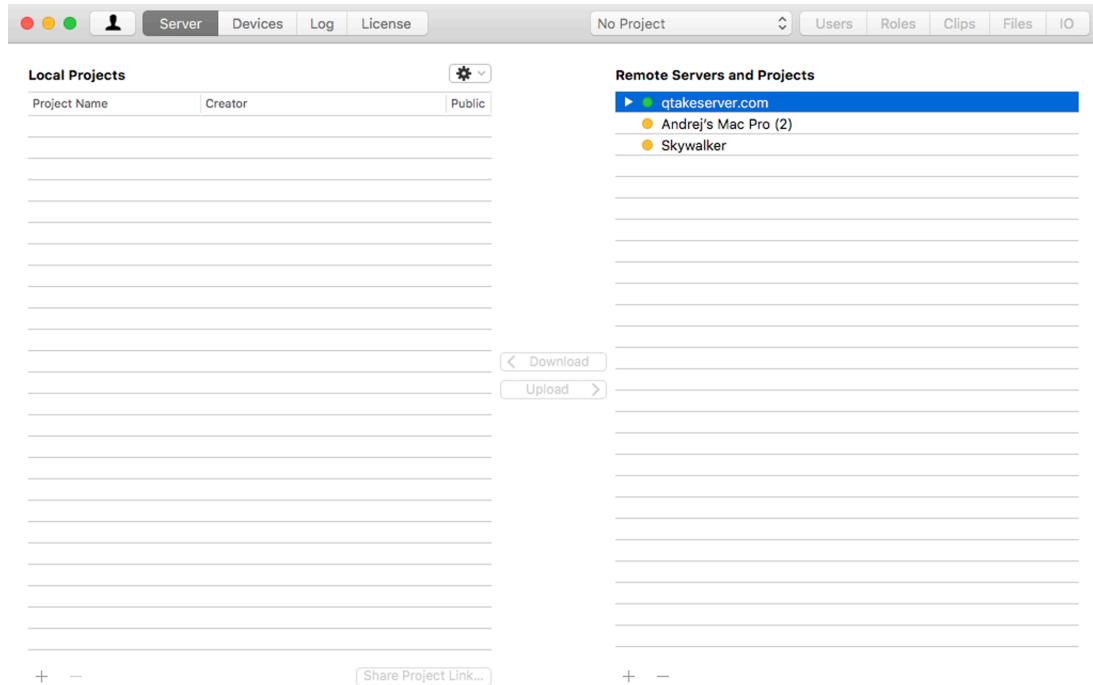
2] Launch QTAKE and create a **NEW** project taking care to enable **H.264 RECORDING** for all inputs.
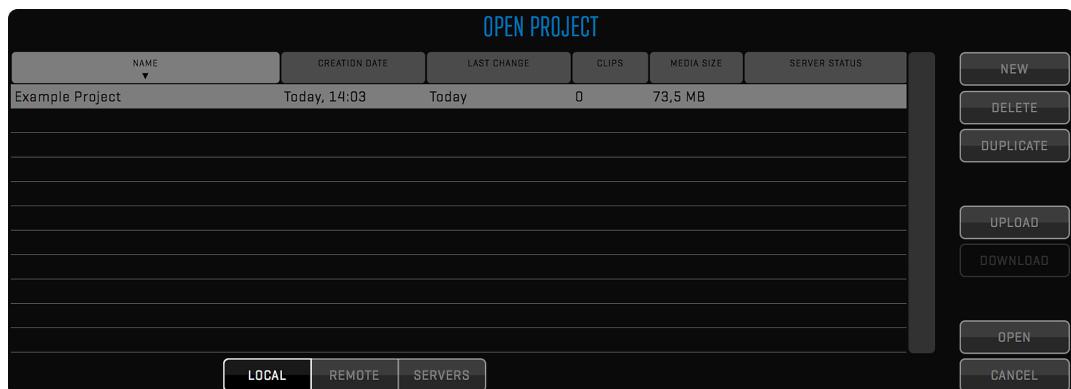

NOTE

To create a NEW project first click the OPEN button in the PROJECT menu.

3] In the project list, click **UPLOAD** and select the computer running QTAKE Server.

4] A window will inform you that the project upload needs to be approved in QTAKE Server. Click CANCEL in the window and hide QTAKE.
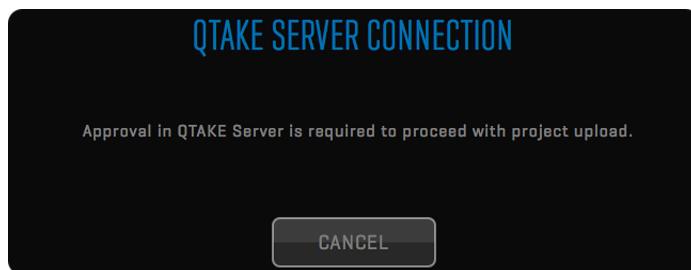
NOTE
Versions of QTAKE below 1.3 will popup a window asking for a Server Password when uploading a project. QTAKE Server 1.3 no longer relies on Server Passwords. Click OK to proceed.

5] Go back to QTAKE Server. You should now find an entry for your new project in the Local Projects list. Click the Accept button to confirm the project.
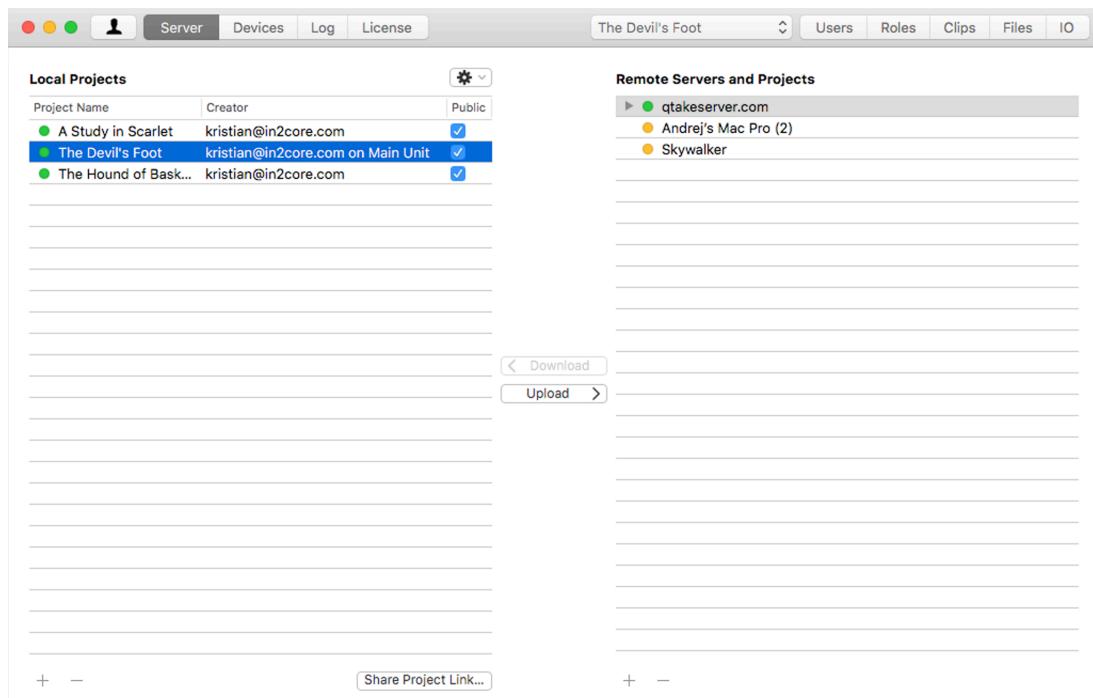
6] Select the project in the Project Selector. Then go to the Users tab. You should see the QTAKE user in the Users list with the Approved checkbox checked. To enable a QTAKE Monitor client to connect click the **SHARE PROJECT LINK** button.

7] Start **QTAKE MONITOR** (on the iPad or iPhone), create a User and go to the Project list. Click **SCAN PROJECT LINK** and scan the QR code presented by QTAKE Server.

8] Go back to QTAKE Server. Set the **ROLE** of the client to Script Supervisor and click **DONE**. This gives the QTAKE Monitor client access to playback clips and edit clip metadata.

9] **FINISHED**. Clips recorded in QTAKE are now uploaded to QTAKE Server and any user with permissions can browse and playback those clips in QTAKE Monitor.

Collections

Server | Devices | Log | License   Kooperativa   Users | Roles | **Clips** | Files | IO

Collections

Collection Name

☐ Other

Smart Collections

☐ All Except Rehearsals
☐ Reference Takes
☐ Starred
☐ Starred
☐ Unrated
☐ With Clip Note

Clips

Source	ID	Camera	Roll	Scene ^	Shot	Take	Rating	Note	CMF	Date	Status
dccee3a4	141	A	-	4		5	–		A002_C...	16/11/2013, 18:...	Processed
dccee3a4	142	A	-	4		6	–		A002_C...	16/11/2013, 18:...	Processed
dccee3a4	143	A	-	4		7	✕		A002_C...	16/11/2013, 18:...	Processed
dccee3a4	144	A	-	4		8	★		A002_C...	16/11/2013, 18:...	Processed
dccee3a4	145	A	-	4		9	–		A002_C...	16/11/2013, 18:...	Processed
dccee3a4	146	A	-	4		10	–		A002_C...	16/11/2013, 18:...	Processed
dccee3a4	147	A	-	4		11	★★		A002_C...	16/11/2013, 18:...	Processed
dccee3a4	148	A	-	4		12	–	Plate	A002_C...	16/11/2013, 18:...	Processed
dccee3a4	149	A	-	4		13	–		A002_C...	16/11/2013, 18:...	Processed
dccee3a4	150	A	-	4		14	★★		A002_C...	16/11/2013, 18:...	Processed
dccee3a4	151	A	-	4		15	★		A002_C...	16/11/2013, 18:...	Processed
dccee3a4	152	A	-	4		16	–		A002_C...	16/11/2013, 18:...	Processed
dccee3a4	153	A	-	4		17			A002_C...	16/11/2013, 18:51	Processed
dccee3a4	154	A	-	4		18	–		A002_C...	16/11/2013, 18:...	Processed
dccee3a4	155	A	-	4		19	★★		A002_C...	16/11/2013, 18:...	Processed

259 clips   Export PDF...

Media

Type	Codec	Format	Filename	Date Created ∨	Status

Local Storage: Proxy (All)   Settings...