



(PATSI)

Delivery Workspaces

End User Manual



Introduction	3
Terminology	4
Getting started	5
Logging in	5
Accounts and Workspaces	6
Workspace Overview	7
Delivery Requests	9
Search and filters	10
Adjust the filter criteria	11
Apply search criteria	12
Apply grouping function	13
Completing requests	14
Opening a Request Form	14
Completing Metadata	15
Uploading Media Content	16
Commercial breaks and timecode indication	18
Submitting Requests	19
Request Status	20
Automatic Validation	23
Reviewing Requests	24
Request versions	24
Locking a request	25
Appendices	26
List of Active Validation Rules	26
List of Search Elements	27

Introduction

PATSI (PAth To Seamless Integration) is a solution for content creators to deliver media and metadata to content owners securely and efficiently. It is built on Limecraft's Delivery Workspaces and integrates seamlessly with specific DPG systems WhatsOn and MAM.

The purpose of PATSI is to function as a pass-through channel from the media content creators to the broadcaster (DPG). It should be considered a one way tunnel to enable content delivery in a standardized and uniform format.

As such, PATSI is a key tool for both suppliers ("productie huizen") and the broadcaster ("DPG producers and productie coordinatoren").

A practical example is the delivery of all content for a television program using the PATSI platform. Each such program corresponds to a 'workspace' in PATSI and all media content requested to be provided on this program is structured according to a series of 'requests'. By logging on to PATSI delivery workspace, a supplier has a clear overview of all material that needs to be delivered. After submitting material, it goes through a simple validation process by the broadcaster (DPG) and as a result the material is either approved or rejected.

In the coming chapters you will learn about the basic sequence of delivering media content with PATSI, the main components of the solution and how to manage the workspaces as an admin.

Terminology

Term	Definition
Workspace	Represents one season of a specific program, e.g. 'Blind Getrouwd - het Vijfde Huwelijk, Seizoen 01', regardless of the number of episodes in the season (i.e. this can be 1).
Request	A specific deliverable expected to be provided from the producing party toward DPG Media. Requests are differentiated between seasonal and episode level.
Thesauri	Predefined lists of values that can be selected when completing certain data elements such as names of actors.

Request Types	
Grafiek	Logo, SVO', graphical elements
Metadata Basic Information	Brief content description, cast, genre, isan-number, languages
Visuals	Media material, often images, for the photo department.
Antenne/ Antenne Volgende Keer	The actual file to be used for broadcasting, including relevant metadata on that file.
Promo	Trailer material
TC Browse	(Lower resolution) media material targeted to support subtitling efforts if the master file is not yet available.
Visie	Offline version of an episode used to collect feedback from the VTM producer.
Web	Clipped fragments for online use. Should not be used for large video clips (< 5GB)
Audio	Specific audio files intended for Promo use.
Extra	'Catch-all' for other type of material. Only to be used if specifically arranged with DPG Media.

Getting started

In this chapter you will learn the basics of how to access the PATSI platform and to start working with your delivery workspace(s).

Logging in

To get started, you need to be invited to join a Delivery Workspace.

Click the link provided to you in the invitation email to activate your access.

[Click here to activate your account](#)

If this is your first participation in a Delivery Workspace, the activation link will allow you to register your user account and set your password.

For users from DPG Media, your @persgroep.net address is automatically registered and you can login with the corresponding password (same as you use accessing resources at DPG).

[Accept this invitation](#)

For an existing user it is also possible to join a workspace by accepting the invite to a new workspace on the workspace listing of the account.

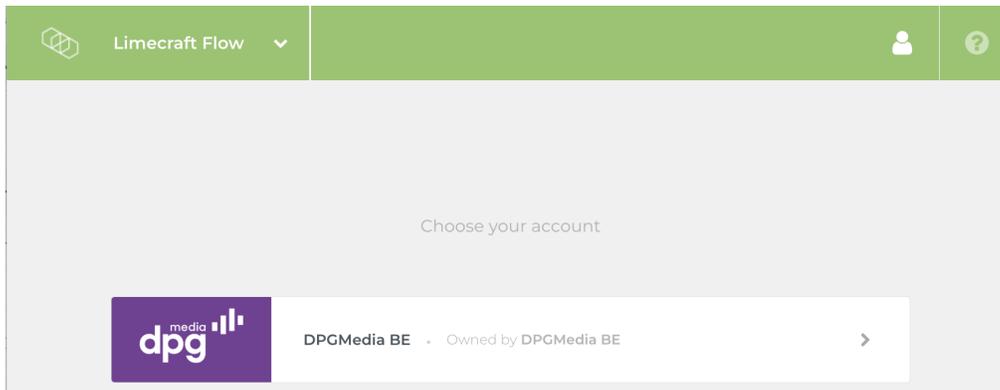
 You've been invited to join this workspace

[accept invitation](#)

Once you have secured your access, you can directly log in to the Limecraft platform at <https://platform.limecraft.com/> in your future sessions.

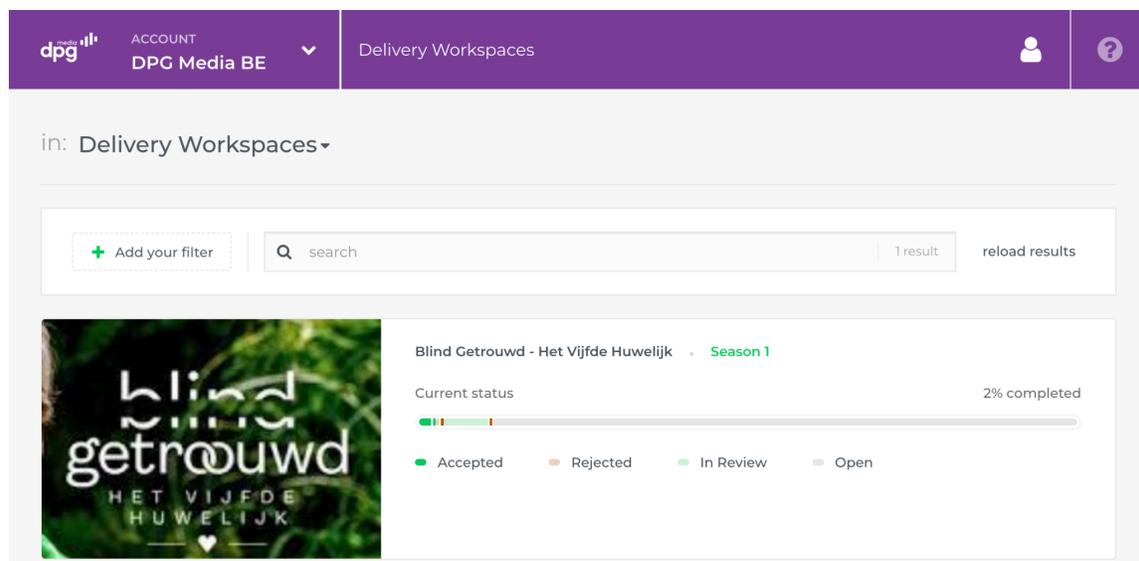
Accounts and Workspaces

The first landing page after you log in gives you an overview of the accounts you are part of. This can be one or more accounts.



Select the account you want to work in (i.e. "DPGMedia BE") by clicking the corresponding entry.

Once you have selected your account, you will be presented an overview page listing all workspace(s) that you are participating in within the selected account.



On the upper part of the page you can use the search bar to search and filter the workspaces.

Read more about search and filters in the related chapter Search and filters.

Further down the page you'll find the various delivery workspaces available for your contributions, with an image, title, description and a progress bar summarizing the status of the requests in that workspace.

Clicking on a workspace opens the contents of that workspace.

Workspace Overview

The first page displayed after opening a workspace provides a general overview of the status of the overall delivery and the various content parts (i.e. requests) it is made up from.

The top of this page displays the title of the workspace, usually reflecting the program name and the season.

The screenshot shows the workspace overview for 'Blind Getrouwd - Het Vijfde Huwelijk - Season 1'. The interface includes a top navigation bar with the DPG logo, account information (DPG Media BE), and the workspace path. Below the navigation bar, the workspace title and season are displayed, along with tabs for 'Overview' and 'Requests' (163). The main content area is divided into three sections: 'QUICK VIEWS' with links for 'All Requests' and 'Open Requests'; 'COLLECTIONS' listing 12 sub-workspaces (000-012); and a 'Video' section showing a progress bar and status indicators (Rejected, In Review, Open). The 'Current status' bar indicates 2% completion, with a legend for Accepted (green), Rejected (orange), In Review (light green), and Open (grey). Below the video section, there are two bullet points: '000. Oproepaflevering has multiple open requests (Antenne, Antenne Volgende Keer, Promo, TC Browse, Visie, Web)' and '001. Blind Getrouwd - Het Vijfde Huwelijk has multiple open requests (TC Browse, Visie)'.

The left panel provides several navigation functions.

- A “Quick Views” section, lists a set of shortcuts to specific views over the workspace requests. For example, All Requests and Open Requests.
- A “Collections” section, displays the structure of the program that you are working on, usually listing the season and its episodes.

The right panel details the request content of your workspace.

- At the top, you will find a summarized overview of the progress for the overall delivery across all requests within the workspace.
- The remaining sections provide you with a summarized overview of the various requests. They are organised in different predefined categories (such as "Video" or "Metadata")

Delivery Requests

Delivery requests correspond to the various content parts that are needed for the successful broadcast, distribution and promotion of a program. Their structure is predefined by a template and is intended to guide suppliers on delivering media content to the producer (DPG) in a uniform and standardized format. In this section you can find a general description about listing delivery requests within a workspace. In a later section, Completing Requests, you will be guided in detail how to work with delivery requests.

From the workspace overview screen you can browse different views across all requests within the workspace, by

- Clicking elements in the left navigation menu
- Clicking navigation elements on the various summary tiles (right hand panel).

When clicking such navigation elements in the left panel, the content in the right panel is replaced with a listing of requests that fit with filter criteria in accordance to the navigation element clicked.

The screenshot displays the DPG Media BE workspace interface. The top navigation bar includes the DPG logo, account information (ACCOUNT DPG Media BE), and the current workspace path (Delivery Workspaces / Blind Getrouwd - Het Vijfde Huwelijk). The main content area is titled 'Blind Getrouwd - Het Vijfde Huwelijk - Season 1' and shows a list of 163 requests. A search bar at the top of the list indicates 10 results. The list contains various request types such as Audio, Extra, Metadata, Video, and Visuals, each with an 'open' button and a right-pointing arrow. The 'Visuals' request at the bottom has an 'in review' button instead of 'open'. A red box highlights the '002. Blind Getrouwd - Het Vijfde Huwelijk' request in the left navigation menu and the corresponding row in the main list.

Request Type	Request ID	Request Name	Action
Audio	Promo	002. Blind Getrouwd - Het Vijfde Huwelijk	open >
Extra		002. Blind Getrouwd - Het Vijfde Huwelijk	open >
Metadata	Basic Information	002. Blind Getrouwd - Het Vijfde Huwelijk	open >
Video	Antenne	002. Blind Getrouwd - Het Vijfde Huwelijk	open >
Video	Antenne Volgende Keer	002. Blind Getrouwd - Het Vijfde Huwelijk	open >
Video	Promo	002. Blind Getrouwd - Het Vijfde Huwelijk	open >
Video	TC Browse	002. Blind Getrouwd - Het Vijfde Huwelijk	open >
Video	Visie	002. Blind Getrouwd - Het Vijfde Huwelijk	open >
Video	Web	002. Blind Getrouwd - Het Vijfde Huwelijk	open >
Visuals		002. Blind Getrouwd - Het Vijfde Huwelijk	in review >

In the above example, we have clicked an episode and all requests for this selection are shown on the right panel.

As we saw for the workspace overview, requests are organised in predefined categories. When listing requests, an additional organisation level is displayed: subcategories (e.g. the category “Video” is further divided in sections for the subcategories “Antenne”, “Promo”, “Visie”, etc).

NOTE: You can return to the Workspace overview screen at any time by clicking the ‘Overview’ button at the top right of the screen.

Blind Getrouwd - Het Vijfde Huwelijk · Season 1

Overview

Requests 163

Search and filters

When navigating from the Workspace overview, a toolbar becomes available at the top of the right panel allowing you to further refine and organise the list of requests.

+ Add your filter

Q search

10 results

reload requests

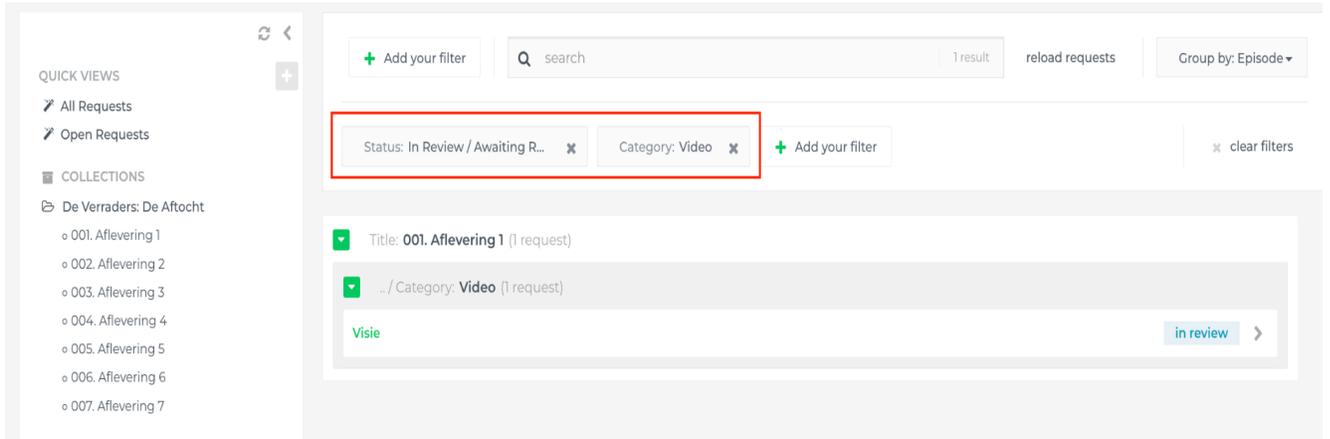
Group by: None ▾

Using this toolbar you can

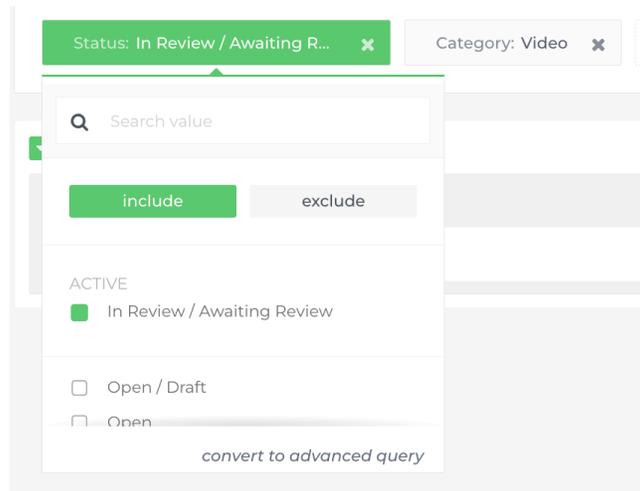
- Adjust the filter criteria
- Apply search criteria
- Apply a grouping function

Adjust the filter criteria

Depending on the navigation path you followed on listing your current selection of requests, some specific filters may already be active. Such active filters are displayed on a row just below the toolbar:



Click an active filter button to edit its criteria



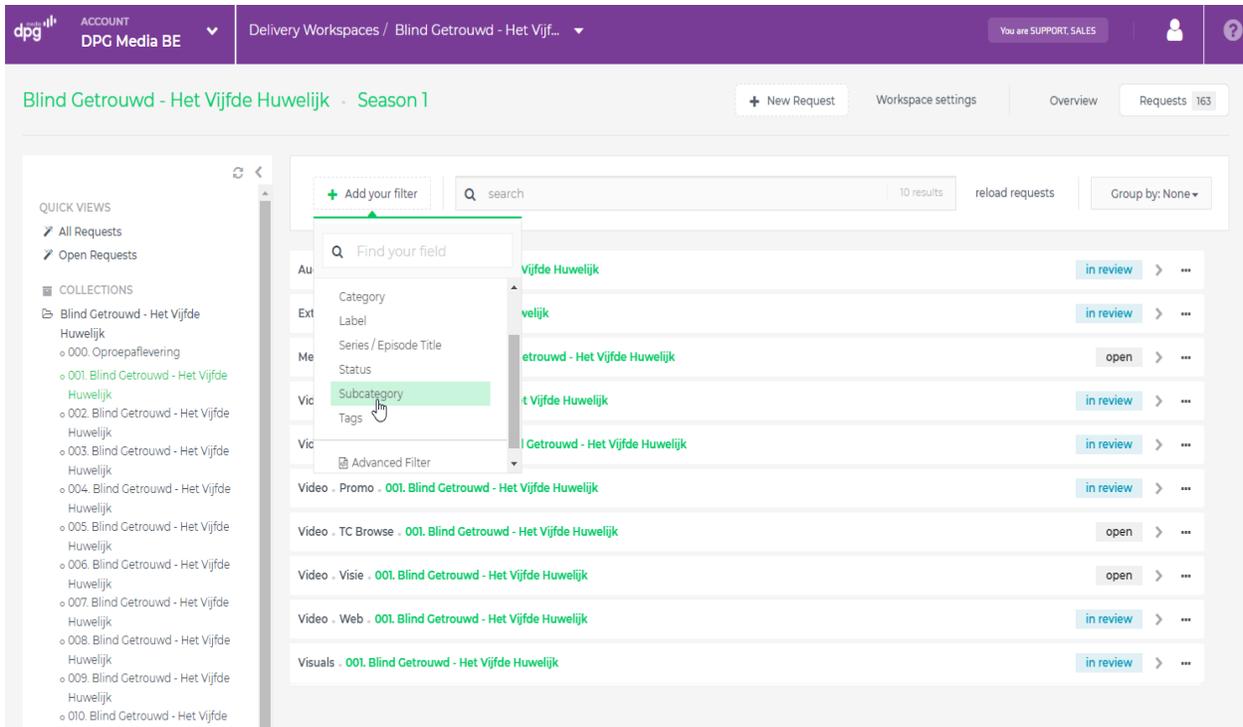
Note that you can include or exclude specific criteria to apply to the filter conditions.

Clicking the 'x' at the right end of an active filter will remove that specific filter.



Click the 'Add your filter' button on the toolbar to activate an additional filter criteria. This will prompt you to first select a specific field to filter on and subsequently define the filter conditions to be applied.

For example, pick the 'Subcategory' filter, and select the value 'Visuals' to only see these requests.



Apply search criteria

From the toolbar you can also use the search box to help locate specific requests. Any search terms entered in this box will be matched against the available requests and the results will be displayed in the right panel.

More details on the search syntax, use of wildcards and the data elements used to match against is available in **Appendix**.

NOTE: It is advisable to use the filters as much as possible to have more control of your search.

Apply grouping function

At the right end of the toolbar a 'Group By' button is available. Clicking this button allows you to select/deselect one of the predefined grouping options. As a result, the requests are organised according to episodes, categories or request statuses.

The screenshot displays a web application interface for managing requests. At the top, there is a search bar with a magnifying glass icon and the text 'search', followed by '10 results' and a 'reload requests' button. A 'Group by: Episode' dropdown menu is open, showing the following options: Episode (selected), Series / Episode Title > Category, Category, Category > Subcategory, Status, and Status > Category. The main content area shows a list of requests grouped by category. The categories and their request counts are: Audio (1 request), Extra (1 request), Metadata (1 request), Video (6 requests), and Visuals (1 request). Each category has a corresponding request card with a title and a status indicator. The 'Video' category has six requests: Antenne (open), Antenne Volgende Keer (open), Promo (open), TC Browse (open), Visie (open), and Web (rejected). The 'Visuals' category has one request: Visuals (accepted).

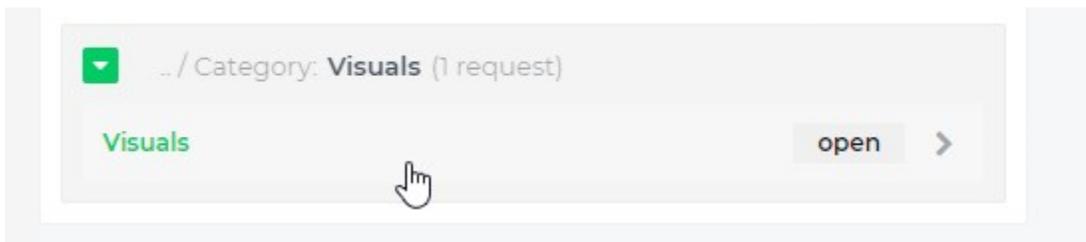
Category	Request Count	Request Title	Status
Audio	1	Promo	
Extra	1	Extra	open
Metadata	1	Basic Information	accepted
Video	6	Antenne	open
Video	6	Antenne Volgende Keer	open
Video	6	Promo	open
Video	6	TC Browse	open
Video	6	Visie	open
Video	6	Web	rejected
Visuals	1	Visuals	accepted

Completing requests

In this section you will learn how to work with delivery requests. We will discuss how to open a request form, how to fill out (meta)data and upload material, how to submit the request and how to track its status.

Opening a Request Form

After you have identified the requests that you will be working on, you can open an individual request by simply clicking it.



From the request form that opens up you will be able to supply (meta)data and upload media content in accordance to the required structures and formats.

03. Blind Getrouwd - Het Vijfde Huwelijk / Audio / Promo

base provide the episode Audio Promo files

Choose file to upload via Aspera Connect.

Audio Tracks
Please check the audio tracks which are included in your file.

- 01. PGM L
- 02. PGM R
- 03. PGM L with Audio description (mixed)
- 04. PGM R with Audio description (mixed)
- 05. Sync/Dialogue L or mono Sync/Dialogue
- 06. Sync/Dialogue R or mono Narration
- 07. Music L
- 08. Music R
- 09. Effects L
- 10. Effects R
- 11. PGM 5.1 Left Front
- 12. PGM 5.1 Right Front
- 13. PGM 5.1 Center
- 14. PGM 5.1 LFE
- 15. PGM 5.1 Left Surround
- 16. PGM 5.1 Right Surround

Version 1 - Open
Jan 8, 2024, 18:18 current

no changes so far save now Close Submit for review

Completing Metadata

Requests may require you to fill in various metadata elements as shown in the example below.

001. Blind Getrouwd - Het Vijfde Huwelijk / Metadata / Basic Information

Please provide the episode metadata for Blind Getrouwd - Het Vijfde Huwelijk

Name
Blind Getrouwd - Het Vijfde Huwelijk

ISAN Number

Short Description
In deze aflevering maken we kennis met het koppel

Long Description
In deze aflevering worden Sofie en Anneleen voorgesteld en mogen we deelnemen in hun huwelijksceremonie.

Cast & Crew

Producer	name	Character (if actor)

Spoken Language(s)
Nederlands

External Reference

Episode Number

Version 1 - Open
Dec 13, 2023, 14:34
current

saved just now save now

Close Submit for review

A request form can contain various elements to capture metadata, ranging from simple text boxes, specifically formatted data such as timecode fields to selection boxes with predefined values in a dropdown list.

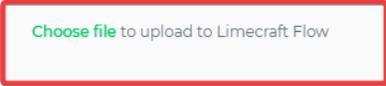
The predefined values for data elements such as 'Genre / Subgenre', 'Cast & Crew' and 'Spoken Language(s)' are defined upfront through thesauri or as part of the workspace configuration. Changes made in the form fields are saved automatically, which is indicated at the bottom left of the dialog.

Uploading Media Content

Another type of requests are those requesting to upload media content such as graphics, audio or video often in combination with metadata. The transfer of the media can happen in two ways: upload from the PATSI interface directly (“upload to Limecraft Flow”) or with the use of the Aspera Connect tool. Which mechanism to use is predefined at the request level (in practice this means that all requests with the exception of Metadata and Visuals require the use of Aspera Connect).

003. Blind Getrouwd - Het Vijfde Huwelijk / Visuals / Visuals

Please provide the episode Visuals



Choose file to upload to Limecraft Flow

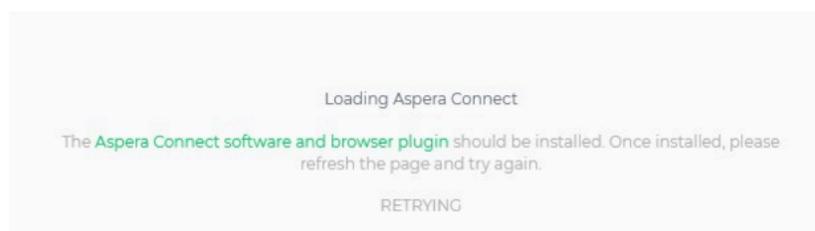
003. Blind Getrouwd - Het Vijfde Huwelijk / Video / Antenne

Please provide the episode Antenne file



Choose file to upload via Aspera Connect.

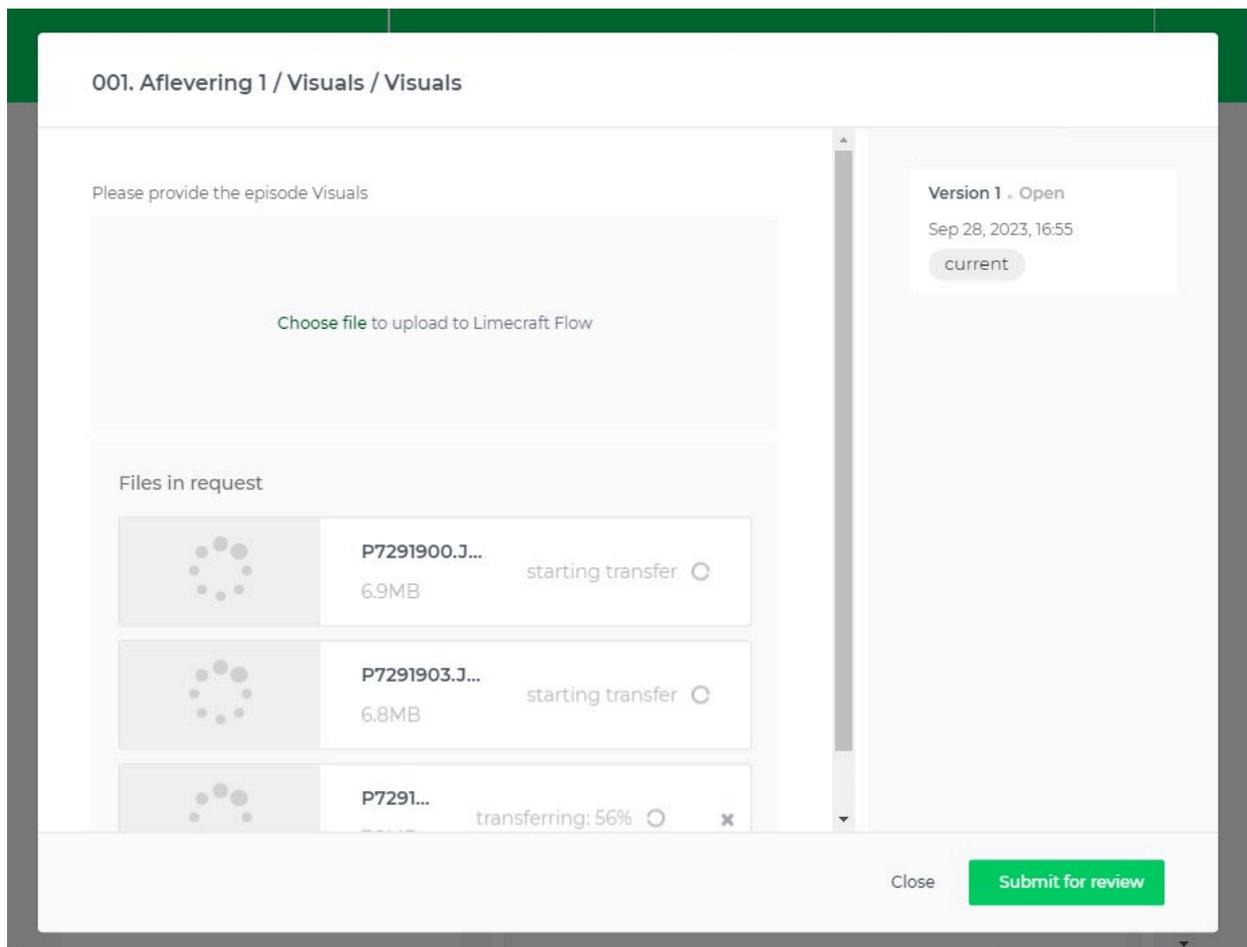
In order to make use of Aspera Connect, you will need to have the corresponding software installed (as a browser plug in). If this is not already available, you will be prompted to do this as shown in the below example.



As a user it is sufficient to have the Aspera Connect tool installed for use with your browser. There is no need to obtain specific credentials for connecting through Aspera Connect, as the required credentials are automatically applied from the request.

Whether uploading directly through the interface or with the use of the Aspera Connect plugin, as a user you will have a 'Choose file' link available that you can click on the request from where a file picker window will open.

Once you have selected the files you want to include on the request from the file picker, you will see tiles appear that reflect each of the selected files with a transfer status indicator.

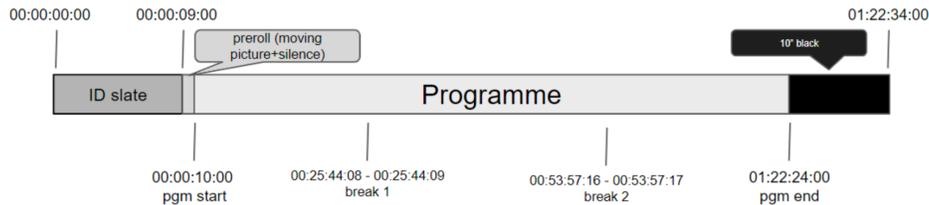


You can close the window and the transfer continues in the background.

Commercial breaks and timecode indication

For requests of type 'Antenne' and 'Antenne Volgende Keer' specific TimeCode metadata needs to be provided in accordance with the [DPG Media Technical Delivery Standards](#).

The specific example mentioned therein



would show as follows in the corresponding submission:

Program

The start and end timecode of the program (content) starting at 00:00:10:00

00:00:10:00	@25fps	-	01:22:24:00	@25fps
-------------	--------	---	-------------	--------

Commercial Break Timecodes

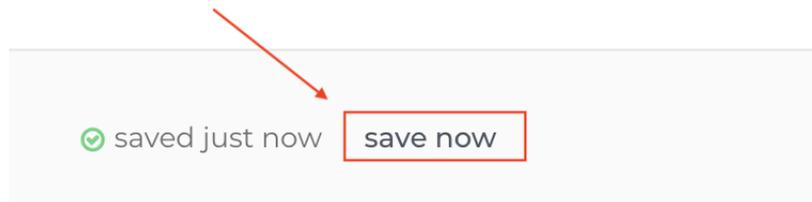
00:25:44:08	@25fps	-	00:25:44:09	@25fps	×
-------------	--------	---	-------------	--------	---

00:53:57:16	@25fps	-	00:53:57:17	@25fps	×
-------------	--------	---	-------------	--------	---

+

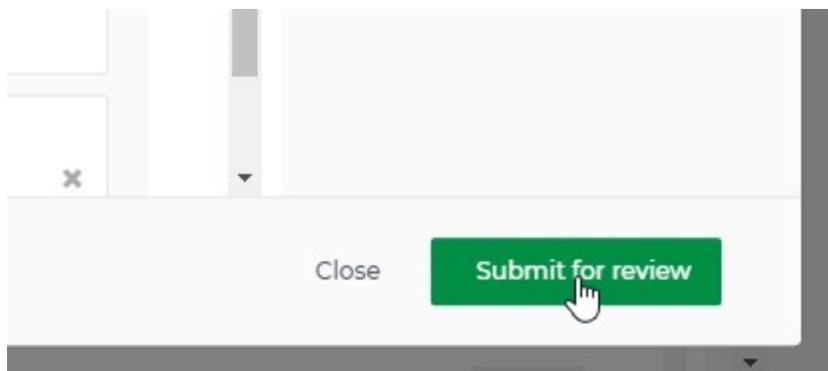
Submitting Requests

When completing requests, all information you add, change or remove on the request is autosaved. In case you want to make sure your latest updates are persisted on the request, you can click the 'save now' option at the bottom left of the form.



With updates being autosaved you can comfortably navigate away from a specific request form, then return and complete it at a later stage

When all the relevant data is filled in the request form, you can click "Submit for review" on the bottom right.



NOTE: Submitting a request in fact transfers all request information to the broadcaster

When a request has been submitted the status indicator turns blue and shows "Submitted | Delivering" which means that the content is being transferred.



After a while the status will change to “Submitted | In Review”, which means that all data has been transferred to the broadcaster’s system and can now be reviewed by the producer or coordinators for the program (i.e. mark the request as “Approved”, or, in case the submitted data and files are not considered sufficient, as “Rejected”).



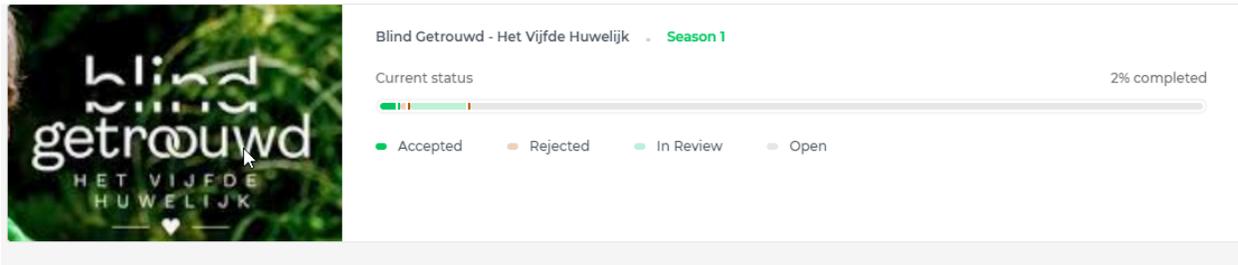
Request Status

Depending on the stage of the delivery a request can be in different statuses. Below is a table describing all the statuses that are currently possible.

Request status	Meaning
Accepted	Request has been approved
Rejected	Request has been rejected
In Review	Request content has been transferred and is currently under review
Delivering	Request content is being transferred
Open	Request is waiting to be fulfilled and submitted
Draft Failed	A failure occurred while filling out the request
Delivery Failed	The delivery of the request has failed

The statuses are shown on the overview page on the progress bar, on the request listing page and when viewing a request.

Overview page example:



Blind Getrouwd - Het Vijfde Huwelijk Season 1

Current status 2% completed

Accepted Rejected In Review Open

Request listing example:

+ Add your filter Q search 10 results reload requests Group by: None ▾

Audio - Promo - 005. Blind Getrouwd - Het Vijfde Huwelijk	open > ...
Extra - 005. Blind Getrouwd - Het Vijfde Huwelijk	open > ...
Metadata - Basic Information - 005. Blind Getrouwd - Het Vijfde Huwelijk	in review > ...
Video - Antenne - 005. Blind Getrouwd - Het Vijfde Huwelijk	open > ...
Video - Antenne Volgende Keer - 005. Blind Getrouwd - Het Vijfde Huwelijk	open > ...
Video - Promo - 005. Blind Getrouwd - Het Vijfde Huwelijk	open > ...
Video - TC Browse - 005. Blind Getrouwd - Het Vijfde Huwelijk	open > ...
Video - Visie - 005. Blind Getrouwd - Het Vijfde Huwelijk	open > ...
Video - Web - 005. Blind Getrouwd - Het Vijfde Huwelijk	rejected > ...
Visuals - 005. Blind Getrouwd - Het Vijfde Huwelijk	accepted > ...

Request example:

The submission has been rejected

Please provide the season-level metadata for Het Jachtseizoen

Name
Jagers

ISAN Number

Genre / Subgenre
Actie x
Comedy x

Short Description
Er wordt weer volop gejaagd... wie is het volgende slachtoffer?

Long Description
In elke aflevering worden enkele BVs (letterlijk) voor de leeuwen gegooid. Als ze hieraan ontsnappen dan worden ze opgejaagd door ons elite team.

Archive this request Delivery workflow Rejected Close Modify

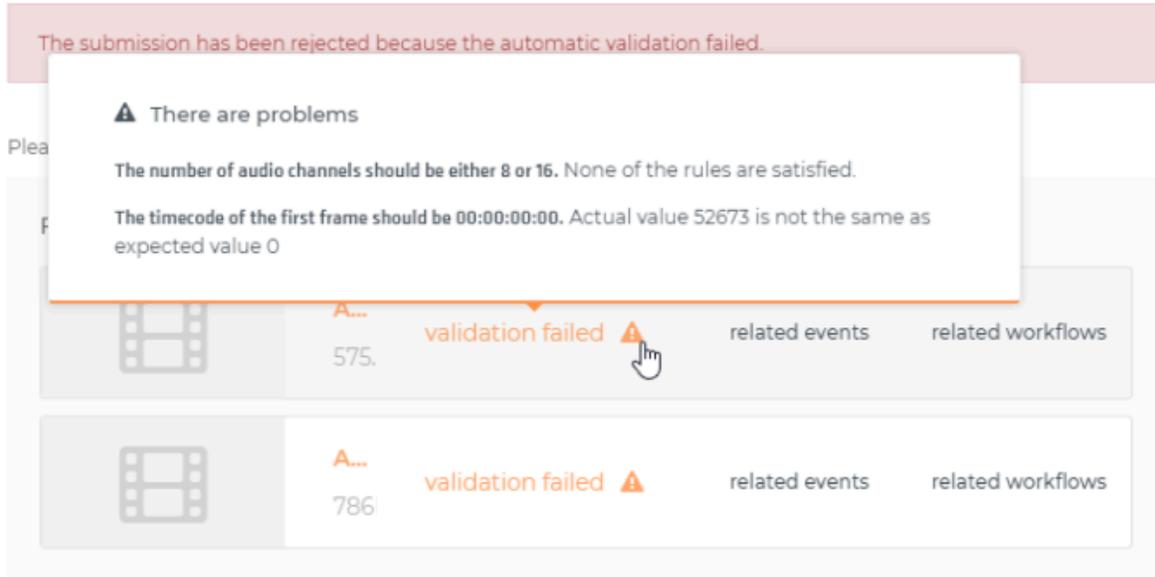
Statuses Rejected and Approved are a result of a validation process that takes place automatically or by the reviewing party (DPG).

Automatic Validation

As part of the delivery contract with DPG Media, compliance with the [DPG delivery norms](#) is mandatory.

When a request is submitted it will be reviewed based on a number of criteria that correspond to these delivery norms. Automated validation rules are applied for several criteria, and may result in rejection of the submitted material such as in the example below.

~>



The submission has been rejected because the automatic validation failed.

⚠ There are problems

The number of audio channels should be either 8 or 16. None of the rules are satisfied.

The timecode of the first frame should be 00:00:00:00. Actual value 52673 is not the same as expected value 0

	A... 575.	validation failed 	related events	related workflows
	A... 786	validation failed 	related events	related workflows

Please check the audio tracks which are included in your file.

In this case the requirements for the number of audio tracks and the starting value for timecodes were not met.

Reviewing Requests

Once a request has been submitted, and all relevant validations passed, the request content is delivered to the broadcaster (DPG) and the request status will show 'In Review'.

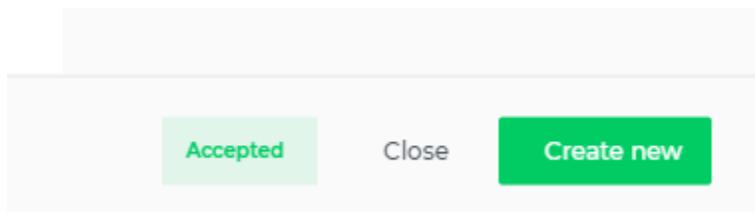
At this stage, people with appropriate roles at the broadcaster end (typically the producer or production coordinator for the program), can 'approve' or 'reject' this request.

The submitter will receive an email notification on the result (accepted / rejected) of such review operation.

Request versions

In PATSI it is key that the delivery of content can proceed uninhibited.

Upon submission of a request, it is therefore still allowed to make adjustments, to provide supplementary data or to replace the earlier submitted content with a new version. The related operation is available to you through the 'Create New' or 'Modify' button in the bottom right corner of the request.



Click this button and you have the option to fill out a new version of the request form again.

The distinction between 'Modify' and 'Create New' is determined as part of the request. In case of 'Modify' the new version will be prefilled with the data from the previous version, in the case of 'Create New' the new version will be cleared from previous content.

All versions are listed on the right column of the request form.

Please provide the episode Antenne file

Files in request

	T..	transferred	related events	related workflows
	53			

This material should be conforming to our Technical delivery standards TV

Spoken Language(s)

Arabisch

Version 1 - Rejected
Oct 12, 2023, 18:13

Version 2 - In Review current
Oct 12, 2023, 18:21

Locking a request

When a request is locked, no new versions can be created for it, and any open versions can no longer be submitted.

The operation to lock (or unlock) a request is available to specific broadcaster roles only.

Once a request is locked, the 'Submit for review', 'Modify' and 'Create new' buttons are no longer available for that request.

Unsubmitted versions of a locked request become read-only. Any ongoing processing (such as uploading or transferring files) at the time a request becomes locked, will continue until completed.

For the reviewer role the possibility to Approve or Reject remains available for a locked request.

Appendices

List of Active Validation Rules

In accordance to the [delivery requirements](#) contractually imposed, the following Validation Rules are applied on media files submitted through PATSI:

Validation Rule	Application Area										Validation Point	
	Visuals	Grafiek	Video/Antenne	Video/Web	Video/TC Browse	Video/Visie	Video/Promo	Audio/Promo	Video/Antenne Volgende Keer	OnSubmit	On Delivery	
At least 1 media item is added to the request	X	X	X	X	X	X	X	X	X	X	X	
Timecodes are functionally correct (i.e. OUT > IN and IN > 10)			X	X					X		X	
Format for video files is MXF OP1a			X	X					X			X
Number of video channels = 1			X	X					X			X
Number of audio channels = 8 or 16			X	X					X			X
Video bitrate = 50 CBR			X	X					X			X
framerate = 25			X	X					X			X
Video format = 1920 (width) x 1080 (height)			X	X					X			X
Video aspect ratio is 16:9			X	X					X			X
Video starts at timecode 00:00:00:00			X	X					X			X
Video Coding Flavor is correct			X	X					X			X
Video Scanorder is 'Upper Field First'			X	X					X			X
Video bitdepth = 8			X	X					X			X
Audio format is PCM Little Endian			X	X					X			X
Audio sample frequency is 48kHz			X	X					X			X
Format for image files is .tiff, .tif, .jpg, .jpeg or .png	X											

List of Search Elements

When executing a search operation on the list of workspaces within an account, the provided search term is matched against values for the following workspace elements:

- Workspace Title (Name)
- Workspace Subtitle
- Description

When executing a search operation in the request listing, the provided search term is matched against values for the following request fields:

- Archived?
- Category
- Label
- (Series/Episode) Title
- Status
- Subcategory
- Tags

When entering a search term, the following syntax can be used:

- Use quotation marks (" ") around a phrase for exact match
- Use asterisk (*) as a wildcard

In addition to or instead of applying a search term, more specific filtering of the entries displayed in the list can be accomplished through the 'Add your filter' button.

Note that several filter options can be combined (by applying the 'Add your filter' button multiple times)

To refine the search, please use 'Add filter' option.