

WNE FILE DISTRIBUTION GUIDE


Document Version 4

Date of Issue: 06 May 2019

INTRODUCTION

The File Distribution Process feature provides a more flexible way of distributing files from the WNE PC to external systems.

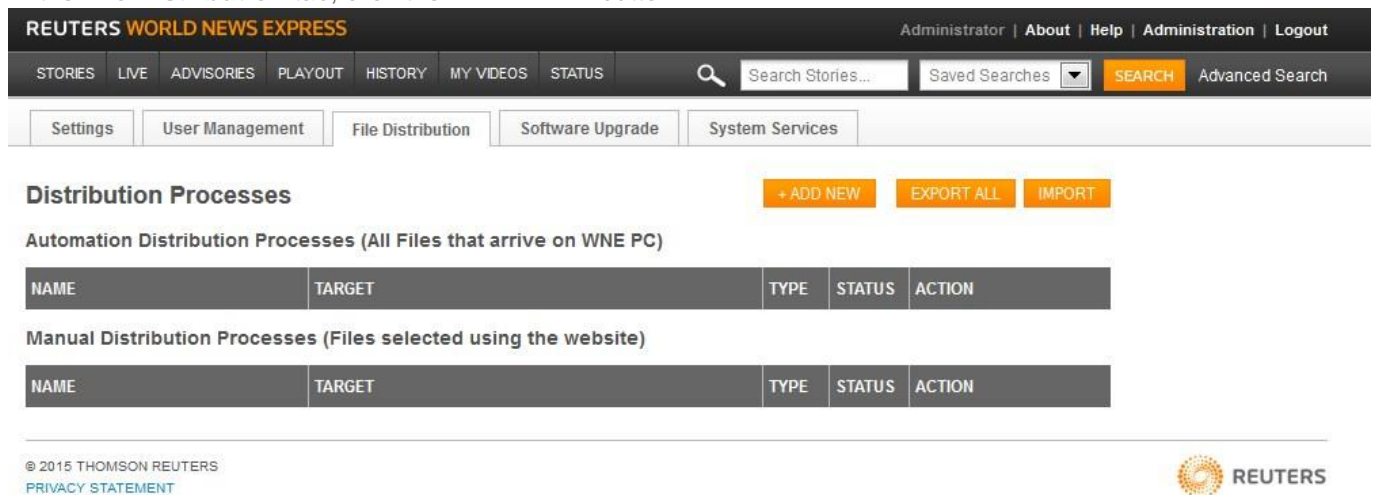
There are two types of distributions processes as follows:

- **Automation Distribution Process** – all the files that arrive on the WNE PC will be distributed (it is also possible to filter which files are distributed).
- **Manual Distribution Process** – only the files selected manually using the 'Add to Distribution'  button will be distributed

INSTRUCTIONS

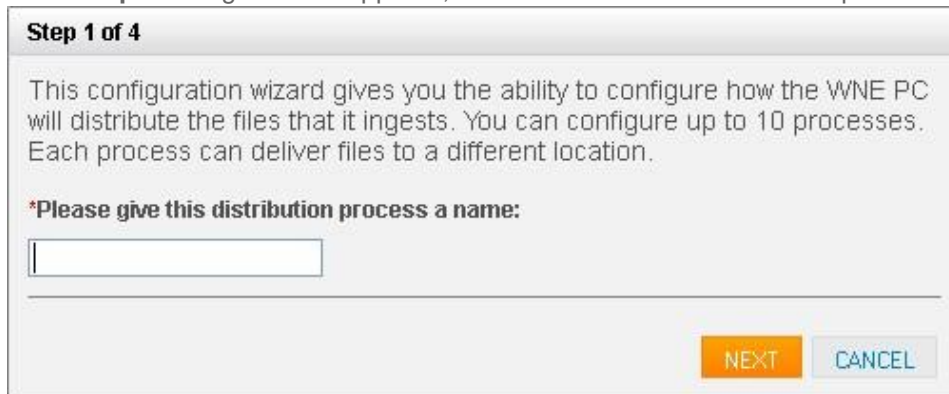
To add a new distribution process, follow the steps below:

1. Log in to WNE with your administrator account.
2. Click the **Administration** link
3. In the **File Distribution** tab, click the **+ADD NEW** button.



The screenshot shows the Reuters World News Express administration interface. At the top, there is a navigation bar with links for Administrator, About, Help, Administration, and Logout. Below this is a search bar with a search icon, a search input field labeled 'Search Stories...', a dropdown for 'Saved Searches', a 'SEARCH' button, and a link for 'Advanced Search'. A secondary navigation bar contains tabs for Settings, User Management, File Distribution (which is active), Software Upgrade, and System Services. The main content area is titled 'Distribution Processes' and includes three buttons: '+ ADD NEW', 'EXPORT ALL', and 'IMPORT'. Underneath, there are two sections: 'Automation Distribution Processes (All Files that arrive on WNE PC)' and 'Manual Distribution Processes (Files selected using the website)'. Each section has a table with columns for NAME, TARGET, TYPE, STATUS, and ACTION. At the bottom left, there is a copyright notice: '© 2015 THOMSON REUTERS' and a link for 'PRIVACY STATEMENT'. At the bottom right, there is the Reuters logo.

4. In the **Step 1** dialog box that appears, enter a name for the distribution process and click NEXT.



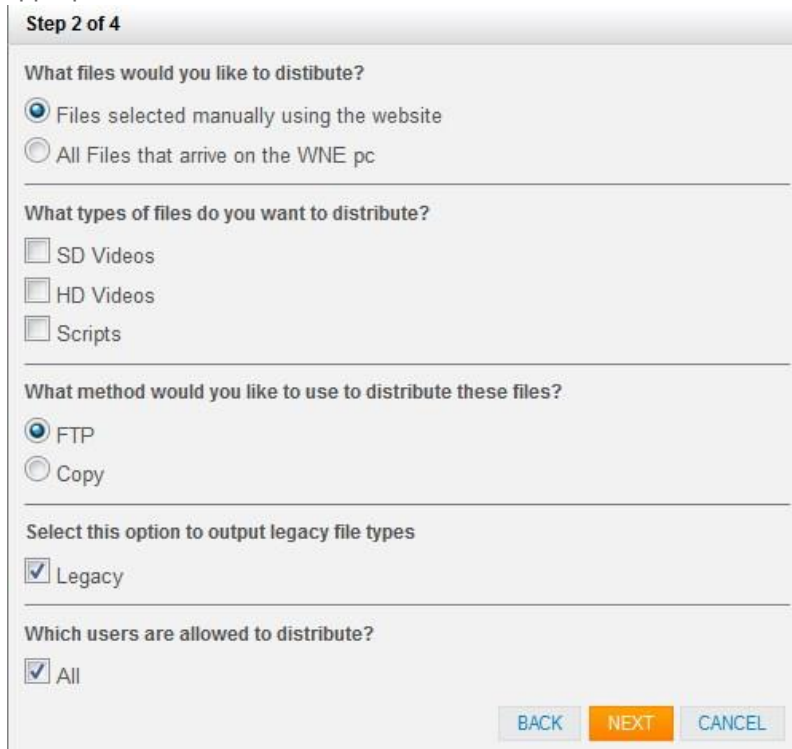
Step 1 of 4

This configuration wizard gives you the ability to configure how the WNE PC will distribute the files that it ingests. You can configure up to 10 processes. Each process can deliver files to a different location.

***Please give this distribution process a name:**

NEXT **CANCEL**

5. In **Step 2**, you have the option to choose the type of files and the method to distribute the same. Choose the appropriate values and click NEXT.



Step 2 of 4

What files would you like to distribute?

Files selected manually using the website

All Files that arrive on the WNE pc

What types of files do you want to distribute?

SD Videos

HD Videos

Scripts

What method would you like to use to distribute these files?

FTP

Copy

Select this option to output legacy file types


Legacy

Which users are allowed to distribute?

All

BACK **NEXT** **CANCEL**

a. What files would you like to distribute?

- **Files selected manually using the website** – These are files that are selected manually using the ‘Add to Distribution’ button . The resulting process will be placed under Manual Distribution Process.
- **All Files that arrive on the WNE pc** – These include all the files that arrive on the WNE PC. The resulting process will be placed under Automation Distribution Process.

b. What types of files do you want to distribute?

- **SD Videos** – SD Videos will be distributed (.MPG)
- **HD Videos** - HD Videos will be distributed (.MP4)
- **Scripts** - Scripts will be distributed.
- **Advisories** – Advisories will be distributed.

Note	Advisories will be visible only for Automation Distribution i.e., only when All Files that arrive on WNE pc is selected in step (a)
------	---

If **All Files that arrive on WNE pc** is chosen in (a) AND both a **Videos selection** and **Scripts** are chosen in (b), additional choices appear as shown below:

Step 2 of 4

What files would you like to distribute?

Files selected manually using the website

All Files that arrive on the WNE pc

What types of files do you want to distribute?

SD Videos

HD Videos

Scripts

What method would you like to use to distribute these files?

FTP

Copy

Select this option to output legacy file types

Legacy

Which users are allowed to distribute?

All

- **Distribute files in the order that they arrive** – If scripts arrive earlier than videos, choosing this option will distribute them in the same order, as and when they arrive.
- **Distribute videos and scripts together** – Choosing this option will ensure both the script files and their corresponding video files have arrived before distributing them together.

c. What method would you like to use to distribute these files?

- **FTP**
- **Copy**

These are the different methods of distribution available. It is **strongly** recommended that FTP be used. The copy option is intended **only** to provide a copy of the files on the local server.

d. Select this option to output legacy file types

WNE version 6 onwards includes this feature. The default option is enabled. This ensures the files distributed are in the same format as were distributed from WNE version 5. The file format was of the type:

201311225079WD-RUSSIA-PUTIN.xml

However, in WNE version 6 and onwards, it is possible to output a new style of file by deselecting this legacy mode. The format of the files is: 2013-11-22T150526Z_2_WNE9BL8EY_RTRWNEC_0_5079-RUSSIA-PUTIN.XML

In addition to the new file format, additional metadata is included in the new style script. This is described in the WNE – XML Output Options document.

Video files are also renamed accordingly.

e. Which Users?

It is possible to setup file Distributions such that they are only invoked by specific logins. This can be useful if workflows are split between different groups, like sports and news editors.

6. In **Step 3**, depending on the method of distribution you chose in the previous step, different screens will appear as shown below:

a. If you had chosen **FTP**, the following screen appears.

Step 3 of 4

Enter your FTP location details below. Optionally, enter a secondary location to be used if the primary location becomes unavailable.

<p>*Host <input type="text"/></p> <p>Username <input type="text"/></p> <p>Password <input type="text"/></p> <p>Target Directory <input type="text"/></p> <p>Port Number <input type="text" value="21"/></p> <p> <input checked="" type="radio"/> Active <input type="radio"/> Passive </p>	<p>Standby Host <input type="text"/></p> <p>Standby Username <input type="text"/></p> <p>Standby Password <input type="text"/></p> <p>Standby Target Directory <input type="text"/></p> <p>Standby Port Number <input type="text" value="21"/></p> <p> <input checked="" type="radio"/> Active <input type="radio"/> Passive </p>
---	--

Use ".tmp" extension during transfer

Enter the following details and click NEXT.

- **Host** – hostname of the FTP server
- **Username** – username to access the FTP server
- **Password** – password to access the FTP server

- **Target Directory** – directory in the FTP Server where you want the files to be distributed **Port Number** – FTP Port number. The default value is 21.
- **Active/Passive** – Mode of FTP

Similarly, enter the standby location details if applicable. When the Primary configuration is not available, Standby will be used until the Primary is available again.

- **Use “.tmp” extension during transfer** – specifies if the files should use a *.tmp* extension while being transferred. It is recommended to keep this checked to prevent processing of incompletely transferred files. It should be unchecked only if your FTP server does not allow renaming of files or if the FTP server already uses a *.tmp* extension.

b. If you had chosen **Copy**, the following screen appears:

Enter the directory where you want the files to be copied and click NEXT.

NB for network drives, use the nomenclature: 192.168.1.1/shared[BM(1)]

The WNE drive indicates copying the files to the local e:\ drive. In this case, use the nomenclature e:\folder\

7. In **Step 4**, choose the required filter and click NEXT.

Step 4 of 4

A filter allows you to specify that only files meeting a specific criteria be distributed. If you choose no filter, all files will be distributed. Consult the Help guide for more information about filters. If you are unsure, choose "No Filter"

Filter:

No Filter

Service Filter

Filter Options:

Af Daily
Af Jour
America
ANVO
Arabic Rep

Aspect Ratio Filter

Filter Options:

Widescreen

Sensitivity Filter

Exclusions:

Graphic Content
Language
Nudity

Original Video Format Filter

Filter Options:

HD
SD
Mixed

BACK FINISH CANCEL

- a. **No Filter** – All files will be distributed without any filtering
 - b. **Service Filter** – Files will be filtered based on the channel(s) you chose. A drop-down menu of available channels will appear when you choose this option. You can select multiple channels by holding down the control (**Ctrl**) key and selecting the required values.
 - c. **Aspect Ratio Filter** – Files will be filtered based on the aspect ratio you choose. A drop-down menu of available values (Widescreen/Pillarbox/Mixed/Zoomed) will appear when you choose this option.
 - d. **Sensitivity Filter** – Files will be filtered based on any sensitive or graphic content
 - e. **Original Video Format Filter** – Files will be filtered based on the original format that the video camera used when the video was shot. HD / SD or a mixture.
8. The following dialog box will appear if the distribution process was successful. Click OK to close it.

Success

Your new distribution process "Test" was configured successfully.

OK

The newly configured process will now be listed in the main page either under Automation or Manual Distribution, depending on how it was configured.

Distribution Processes

+ ADD NEW

EXPORT ALL

IMPORT

Automation Distribution Processes (All Files that arrive on WNE PC)

NAME	TARGET	TYPE	STATUS	ACTION
------	--------	------	--------	--------

Manual Distribution Processes (Files selected using the website)

NAME	TARGET	TYPE	STATUS	ACTION
test1	Directory: e:\test	Copy	started	    

It is also possible to export single and multiple file distributions using the export buttons. This creates XML files which can be stored and used later on.

Importing file distributions is also possible by clicking on the import button.

File Distributions can be paused. In this state, they will not distribute files. When un-paused, there is an option to distribute all stories which would have been (during the paused period), distribute from a particular point in time during the paused period, or just to resume from the current time, meaning all stories that would have been distributed during the paused period are not distributed.

Note	If you want to move files to multiple locations, multiple processes need to be configured. You can configure up to 30 different active and 30 inactive (paused) processes.
------	--

Note	The best practice is to use File Distributor to push files onto a server on the local network. Any external ftp or file copy application that a client wishes to use should avoid copying or cutting files directly from E:\Reuters\video folder location. Doing so may result in the files not appearing on the WNE Website and disrupt the playout function of video content if in use on the appliance
------	--

© 2015 Thomson Reuters. All rights reserved.

Republication or redistribution of Thomson Reuters content, including by framing or similar means, is prohibited without the prior written consent of Thomson Reuters. 'Thomson Reuters' and the Thomson Reuters logo are registered trademarks and trademarks of Thomson Reuters and its affiliated companies.

For more information