



# **BLAZE NRCS 3.0**

## **Admin Manual**

**Release Date: 1 Dec 2021**

**Rev 3.0**



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## **CONTACT INFORMATION**

If you have any questions about this EULA, or if you want to contact KARTHAVYA for any reason, please send email directly to: [support@karthavya.com](mailto:support@karthavya.com)

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# 1 Preface

Congratulations on the purchase of BLAZE Newsroom Computing System. BLAZE automates your newsroom system workflow, along with BAPTER MOS gateway creates seamless integration with various devices such as video servers, audio servers, still stores, character generators and teleprompters

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## 1.1 Who should use this manual

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This manual is written for Admin Users or technical personnel responsible for managing the BLAZE NRCS.



TIP

*It is strongly recommended that the users have prior experience or classroom knowledge of*

- *The Windows operating system and*
- *Usage of Web browser*

## 2 Introduction

This is the essential guide to BLAZE-NRCS administration, covering all the major tasks that an administrator needs to complete. It covers the main workflow setup and step by step how to handle everyday administration tasks.

BLAZE is a web-based application built using the latest HTML5 web interface and runs natively on any modern web browsers without the need of any installation in the client machines.

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### Supported Web browsers

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Web Browser	Versions Supported
Google Chrome	Version 50 or Higher
Internet Explorer	Version 10 or higher
Firefox	Version 49 or Higher

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## 2.2 Supported Screen Resolution

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Best user experience of BLAZE NRCS can be found on screens with a resolution of **1290 X 800** or higher

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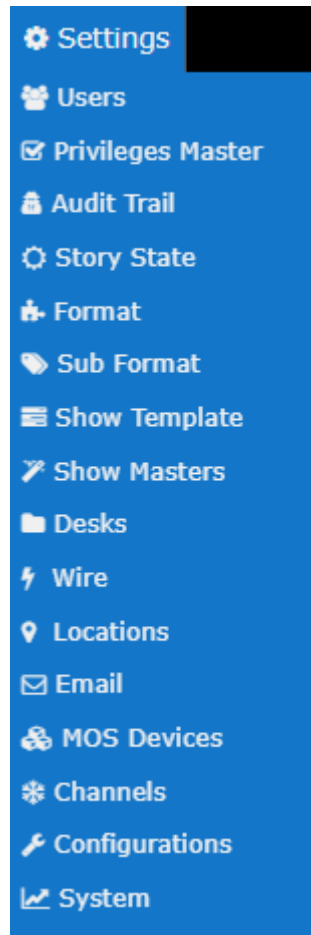
## 2.3 Supported Fonts

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Blaze supports all Unicode fonts including Right to left fonts.

## 3 Admin Operations

Blaze provides different admin operations to manage system. These includes User management, Rundown management, Story management and MOS device management. Users with admin privileges will have access to perform these operations



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### 3.1 Creation and modification of Users

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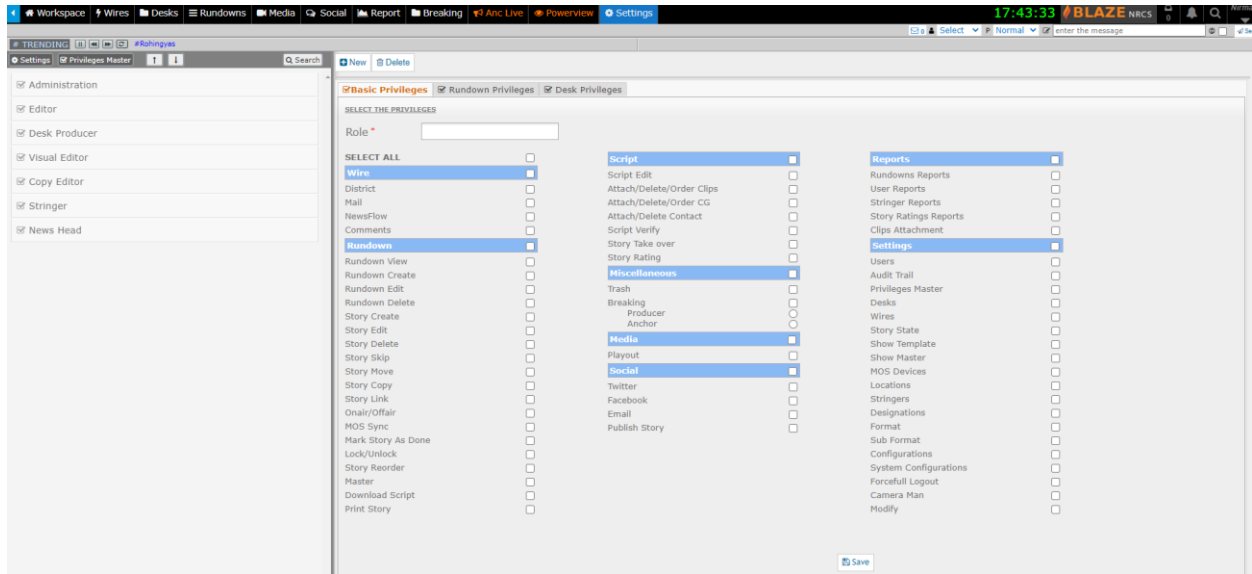
BLAZE NRCS is accessible to only registered users. Each user is provided with set of privileges. Based on the privileges assigned, user can perform specific tasks.

#### 3.1.1 Privilege Master

Each menu and action in BLAZE NRCS have specific privilege. Enabling each privilege will enable user to access specific menu or perform specific tasks. Privileges can be grouped and named as privilege master for future use. New Privilege set can be created by selecting Settings → Privileges menu.

- Click on New Button
- Provide the name for new Privilege list
- Select set of privileges by checking the checkbox corresponding to it

- Click on Save button



Following is the set of Predefined privileges with their meaning

Wires → Comments : Privilege to add Comments on an wire item

Rundown → Rundown View : This privilege will allow user to access rundown list

Rundown → Rundown Create : This privilege will allow user to create new rundown

Rundown → Rundown Edit : This privilege will allow user edit the rundown details

Rundown → Rundown Delete : This privilege will allow user delete a rundown

Rundown → Story Create : This privilege will allow user create a story inside rundown

Rundown → Story Edit : This privilege will allow user edit a story inside rundown

Rundown → Story Delete : This privilege will allow user delete a story inside rundown

Rundown → Story Skip : This privilege will allow user to Skip/Unskip a story inside rundown

Rundown → Story Move: This privilege will allow user to move story inside rundown to other rundown

Rundown → Story Copy: This privilege will allow user to copy story inside rundown to other rundown or desk

Rundown → Story Link : This privilege will allow user to link story inside rundown to other rundown

Rundown → Onair/Offair : With this privilege user can Onair/Offair a rundown.

Rundown → MOS Sync : This privilege will allow user to Sync (or refresh) rundown to selected MOS device.

Rundown → Lock/Unlock : This privilege will allow user to Sync (or refresh) rundown to selected MOS device.

Rundown → Story Reorder : This privilege will allow user to reorder stories inside rundown.

Rundown → Master : This privilege will allow user to create rundowns from Show Master

Rundown → Download Script : This privilege will allow user to Download scripts from rundown

Rundown → Print Story :This privilege will allow user to Print scripts in rundown

Script → Script Edit : This privilege will allow user to Edit a story inside desk, Rundown

Script → Attach/Order Clips: This privilege will allow user to Attach or reorder Media to a story

Script → Attach/Order CG :This privilege will allow user to Attach or reorder CG (Character Generator) to a story

Script → Script Verify : This privilege will allow user to change story state to Verified

Script → Story Take over : This privilege will allow user Take over a story when it is locked by other user

Script → Story Rating: This privilege will allow user to Rate a story

Miscellaneous → Media : This privilege will allow user to access media menu

Miscellaneous → Trash : This privilege will allow user to Access Desk trash

Miscellaneous → Breaking : This privilege will allow user Access Anchor Live feature. User can be assigned Producer or Anchor privilege

Miscellaneous → Breaking → Producer : User can script in anchor live

Miscellaneous → Breaking → Anchor: User can only read script in anchor live

Social → Twitter : This privilege will allow user to access to twitter menu. User can post story to twitter account

Social → Facebook: This privilege will allow user to access to Facebook menu. User can post story to facebook account

Reports → Rundowns Reports : This privilege will allow user to access reports section

Reports → User Reports : This privilege will allow user to access User reports section

Reports → Stringer Reports: This privilege will allow user to access Stringer reports section

Reports → Story Ratings Reports: This privilege will allow user to access Story Rating reports section

Settings → Users : This privilege will allow user to access Story Rating reports section

Settings → Audit Trail: This privilege will allow user to access User Audit Trail

Settings → Privileges Master: This privilege will allow user Manage Privilege Master



Settings → Desks : This privilege will allow user Manage Desks

Settings → Wires : This privilege will allow user Manage Wires

Settings → Story State : This privilege will allow user Manage Story States

Settings → Show Template : This privilege will allow user Show Templates

Settings → Show Master : This privilege will allow user Manage Show Master

Settings → MOS Devices: This privilege will allow user Manage MOS Devices

Settings → Locations : This privilege will allow user Manage Stringer Locations

Settings → Stringers : This privilege will allow user Manage Stringers

Settings → Designations : This privilege will allow user Manage User Designation

Settings → Format : This privilege will allow user Manage Story Formats

Settings → Sub Format: This privilege will allow user Manage Story sub Formats

Settings → Configurations : This privilege will allow user Manage User Preferences

Settings → System Configurations : This privilege will allow user Manage Systemwide default configuration

Settings → Modify : This privilege will allow user Modify settings

Desk → View : This privilege will allow user View stories inside specific desk

Desk → New : This privilege will allow user Create stories inside specific desk

Desk → Delete : This privilege will allow user delete stories inside specific desk

Desk → Copy : This privilege will allow user copy stories inside specific desk to other desk/rundown

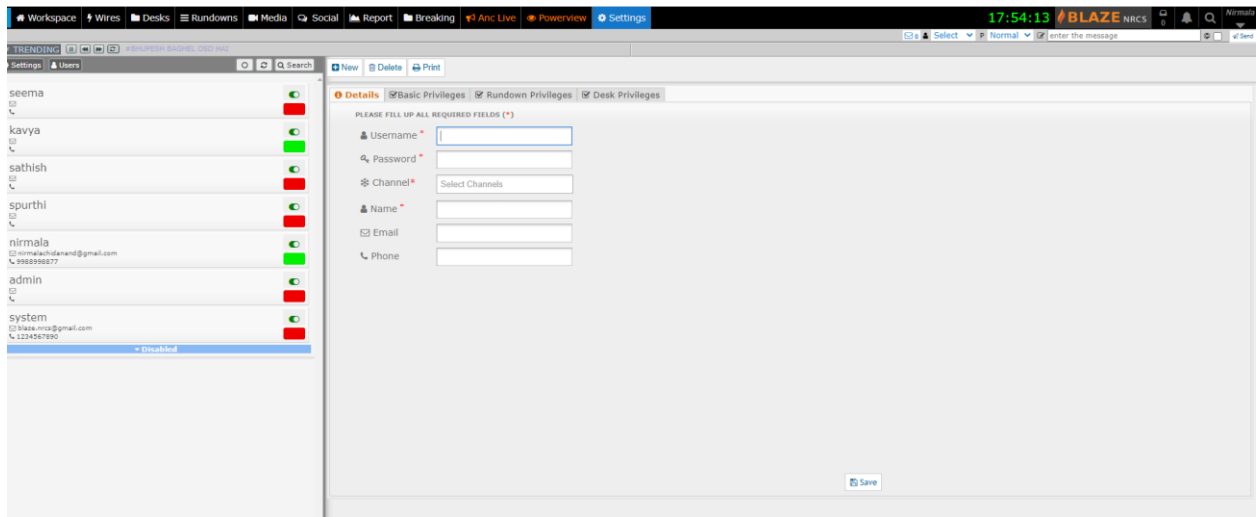
Desk → Move: This privilege will allow user to move stories inside specific desk to other desk/rundown

Desk → Link : This privilege will allow user to link stories inside specific desk to other rundown

Desk → Edit: This privilege will allow user to Edit stories inside specific desk

### **3.1.2 Users**

Blaze is accessible to only registered users. Click on the Users menu. All the existing users are listed left side of the menu. Green color will indicate user is already logged in and red color indicate user is offline. Click on Online Button will display only online users.



### Create User:

- Click on New Button
- Select Details tab and Enter Mandatory fields
- Click on Privileges tab and Select Custom Privileges or select master privilege
- Click Save Button
- New User will be listed at left side

### Delete User:

- Select user to be deleted from the system
- Click on Delete Button

### Enable/Disable User:

If any user needs to be restricted temporarily from accessing the system then use disable Option. Select a user and Click on the Disable toggle button next to Username under user list section.

Disabled users are listed under Disabled users section of Users. Select user and Click on the Enable toggle button next to Username under user list section.

### Search User:

- Click on Search Button
- Select the option for search either based on username or based on designation
- Click on Search Button

## 3.2 Creation and modification of Stringers

### 3.2.1 Locations

Each Stringer is associated with a location/region. Locations are managed by location menu

The screenshot shows the 'Settings' tab with a 'Locations' sub-tab. A search bar is present with the placeholder 'Keyword'. Below it, a list of locations is displayed: AHMEDABAD, AMRELI, ANAND/KHEDA, ARVALLI/SABARKANTHA, and BABARA AMRELI. To the right, the 'Location' form is shown, indicating that all required fields must be filled. A 'Name' field is visible, followed by a 'Save' button.

### Create Location:

- Click on New Button
- Enter the Location name
- Click Save Button

### Delete Location:

- Select the Location to be deleted
- Click on Delete button

## 3.2.2 Stringers

The screenshot displays the 'Privileges Master' configuration page. On the left, a sidebar lists various roles, with 'Stringer' highlighted. The main content area is titled 'Basic Privileges' and shows a list of privileges for the 'Stringer' role. The privileges are organized into columns: 'SELECT ALL', 'Wire', 'District', 'Mail', 'NewsFlow', 'Comments', 'Rundown', 'Rundown View', 'Rundown Create', 'Rundown Edit', 'Rundown Delete', 'Story Create', 'Story Edit', 'Story Delete', 'Story Skip', 'Story Move', 'Story Copy', 'Story Link', 'Onair/Offair', 'MOS Sync', 'Mark Story As Done', 'Lock/Unlock', 'Story Reorder', 'Master', 'Download Script', and 'Print Story'. Each privilege has a checkbox indicating its status. Additionally, there are sections for 'Script' and 'Reports' with their respective sub-privileges.

Stringers are freelance journalists who provide news. Stringer will be associated with a location. Stringers can be created under privileges. While user creation you can choose the privilege master type as stringer and map the location to that stringer.

**Create Stringer:**

- Click on New button
- Enter the mandatory Fields in details section.
- Under Basic Privileges->Select privilege master as stringer.
- Select the location
- Click on save button

**Delete Stringer:**

- Select the Stringer name to be deleted
- Click on delete button
- On confirmation stringer will be deleted.

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### 3.3 Story Management

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A story is the most used and the most important object in the NRCS. A story is a structure made up of various sub-objects like Script, Media Clip, Character graphics and Voice overs

#### 3.3.1 Story States

Each story is assigned a State with color indication. State will notify the users to identify status of a story. Blaze NRCS will be provided with following default story states.

**New:** Indicates the story is newly created

**Deleted:** All the deleted stories will have Deleted state

**Copy Edited:** When story is verified for grammar, spelling, style, punctuation and rewritten wherever necessary then story is marked as copy Edited.

**Verified:** Verified state will indicate all the Script, Visuals, CG's and Voiceover is verified

**Ready to Air:** This state will indicate story is verified and it is ready to onAir

**Copied:** If story is copied from other desk/rundown then story is marked as copied

**Rejected:** This story state suggest that the script has been rejected and will not be aired. User can comment the reason for rejection.

### Create Story State:

- Click on New button



- *You cannot delete default story states. You can change only color code for default story states*

- Enter the new story State name
- Select the color for the new state
- Click Save Button

### Delete Story State:

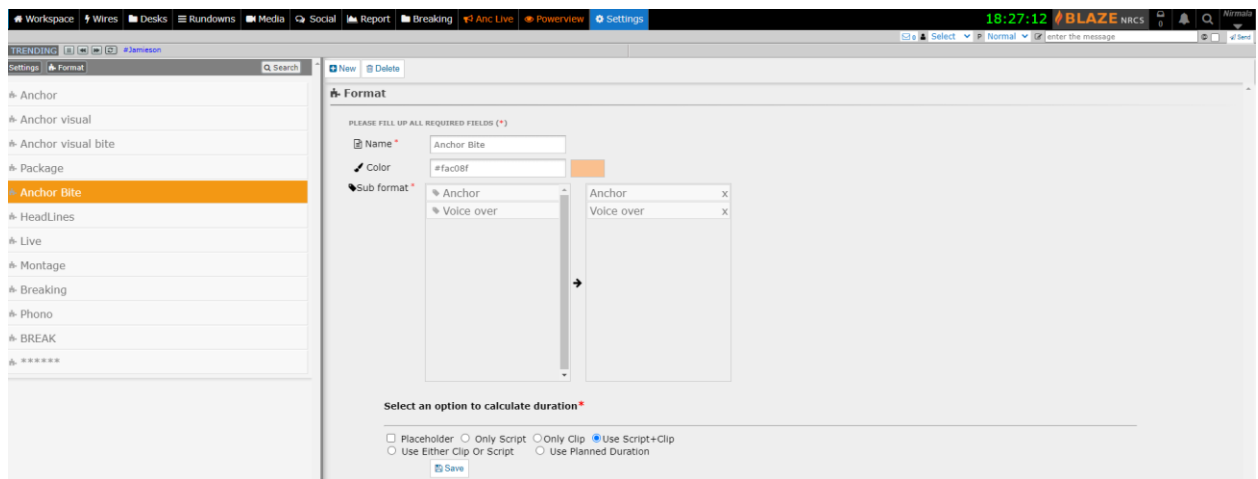
- Select the Story state to be deleted
- Click on delete button
- On confirmation story state will be deleted.

### 3.3.2 Story Format

Story format will define what are the element story will contain. The story elements are configurable. Based on the story format configuration duration of story is calculated. You can even define the color to the format type. Blaze is configured with following set of story formats.



- *You can modify the story elements and duration calculation logic for predefined story formats*



**Anchor:** Contains only anchor part and only Script part is used for duration calculation

**Anchor Visual(AV):** Contains both anchor part and Clip part. Duration is calculated on either script part or Clip part whichever is higher

**Anchor visual bite:** Contains both anchor part and a visual with bite. Duration is calculated on either script part or Clip part whichever is higher.

**Package:** Contains Both anchor script and Packaged clip. Duration is calculated by summing up Script and Visual part.

**Headline:** Contains Both anchor script and Packaged clip. Duration is calculated by summing up Script and Visual part.

**Anchor Bite:** Contains Both anchor script and bites. Duration is calculated by summing up Script and total clip duration.

**Commercial/Montage/BREAK:** Contains only clips. Duration is calculated based on clip duration

**Live:** Indicates story is live. Duration is calculated based on predefined duration

#### Create Story Format:

- Click on New button
- Enter the name for Format
- Choose the color to the format
- Select the Story sub formats. Click on arrow button to move the selected sub formats
- Select the option to calculate duration
- Click Save Button

### Edit Story Format:

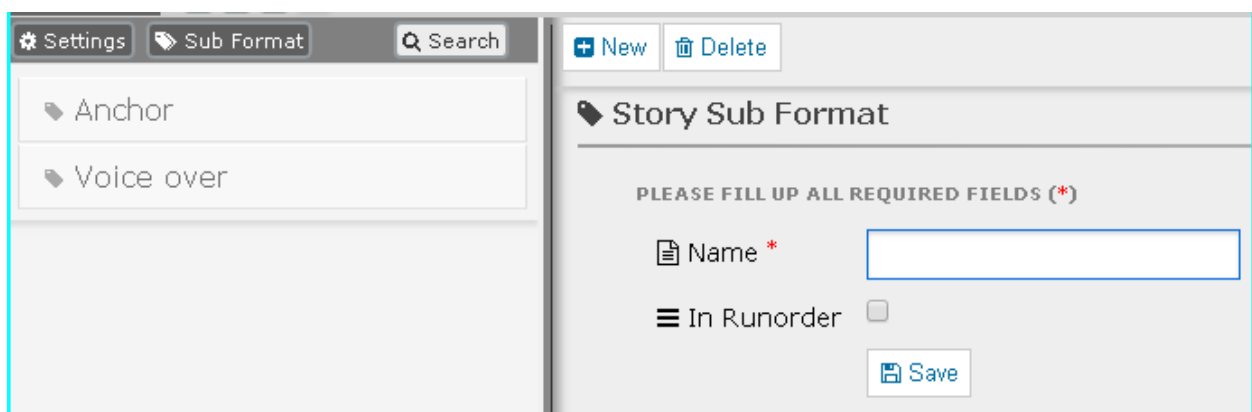
- Select the Story format to be edited
- Edit the details
- Click Save Button

### Delete Story Format:

- Select the Story format to be deleted
- Click on delete button
- On confirmation story format will be deleted.

### 3.3.3 Story Sub Format

Story Sub format is the component of a story. By default Blaze is shipped with Anchor and Voice-over sub formats. Anchor part the main component of story which defines the Anchor reading part. Voice over will define the Voice-over part of a story. This part will be used during packaging a story with clip.



The screenshot shows a web application interface for managing Story Sub Formats. On the left, there is a sidebar with a 'Settings' tab and a 'Sub Format' tab. Under the 'Sub Format' tab, there are two options: 'Anchor' and 'Voice over'. The main area on the right is titled 'Story Sub Format' and contains a form. At the top of the form, there are '+ New' and 'Delete' buttons. Below the title, there is a message: 'PLEASE FILL UP ALL REQUIRED FIELDS (\*)'. The form has two fields: 'Name \*' with a text input box, and 'In Runorder' with a checkbox. At the bottom right of the form is a 'Save' button.

### Create Story Sub Format:

- Click on New button
- Enter the name for Sub Format
- Check if Sub Format Needs to be in rundown
- Click Save Button

### Edit Story Format:

- Select the Sub format to be edited
- Edit the details
- Click Save Button

### Delete Story Format:

- Select the Story Sub format to be deleted
- Click on delete button
- On confirmation story format will be deleted.

### 3.3.4 Desk

Desk is the main working area of Blaze users. Each desk contains related stories. For example all Business related stories will put in Business Desk or all sports related stories will put in Sports desk. Master desk is the default desk which lists all stories from all the desk.

The screenshot shows the 'Add New Desk' interface. On the left, a sidebar lists existing desks: Sports, Politics, Education, and Business. The main area on the right is titled 'Add New Desk' and contains a form with the following fields:

- Name \***: A text input field.
- Lower Interval**: A text input field with the placeholder 'Enter a number'.
- Upper Interval**: A text input field with the placeholder 'Enter a number'.
- Parent Desk**: A dropdown menu currently showing 'None'.
- Choose Format**: A dropdown menu currently showing '--Select--'. A tooltip is visible over this dropdown with the text 'Please select an item in the list'.
- Mark As Breaking**: A checkbox that is currently unchecked.

A 'Save' button is located at the bottom right of the form.

### Create Desk:

- Click on New button
- Enter Lower Interval. Which denotes how many days old stories needs to be displayed in new desk. If nothing is specified then only that days stories will be listed.
- Enter Upper Interval. Which denotes how many future days stories needs to be displayed in new desk. If nothing is specified then only that days stories will be listed.
- Select Parent desk under which new desk to be listed. If None is selected then desk will be considered Parent desk.
- Select the default story format for the desk. This will reduce the step of selecting a story format while creating a story in that desk.
- *Check Mark as breaking if this desk needs a shortcut in menubar.*





**TIP**

- *You can mark only one desk as breaking. User can set his breaking desk in user preference settings*

### Edit Desk:

- Select the Desk to be edited
- Edit the required fields
- Click Save Button

### Delete Story Format:

- Select the desk to be deleted
- Click on delete button
- *On confirmation selected desk will be deleted.*



**TIP**

- *All stories will be deleted when you delete a desk. Make sure required stories are not present in deleting desk*

## 3.3.5 Wires

A newsroom often relies on multiple sources for news. The most common sources of news are through RSS Feeds, District reporters, Emails, FTP Wire Feeds, Custom Wire. External news agencies provide news based on subscription.

### Create a Wire:

- Click on New button
- Enter the Title, Group and RSS feed URL. If no group is selected then Wire is added to the top level. If URL is not added then it is considered as a group/folder name.
- Click on Verify Url to verify valid RSS feed URL.

- Click on Save button



- *Users can manage only RSS feed wires and custom wire. For wires from District reporters, Email and FTP will be managed by our support team. These types of feed involve technical configurations*

### Edit Wire:

- Select the Wire to be edited
- Edit the required fields
- Click Save Button

### Delete Wire:

- Select the Wire to be deleted
- Click on delete button
- On Confirmation wire will be deleted

## 3.4 Rundown Management

A news bulletin is called a Rundown in a NRCS. A rundown is a set of stories.

### 3.4.1 Show Template

Show template defines the template of a rundown. Template contains predefined story formats. BLAZE is shipped with one Default template Containing Opening Montage, Opening Headline, BREAK1, BREAK2, Closing Headline, Closing Montage.

Title	Format	Clips	Cg	Duration	Planned
Montage	Montage	1		00:00:00	00:00:00
HEADLINES	HeadLines	0		00:00:00	00:00:00
BREAK1	BREAK	0		00:00:00	00:00:00
BREAK2	BREAK	0		00:00:00	00:00:00
END	Anchor	0		00:00:00	00:00:00

### Create a Show Template:

- Click on New Template Button
- Enter the Name for template and click Save button
- Select the newly created template
- Click on Add button to add stories to the template
- Enter Title and Story format and click save button
- Add the story Content, Clip and CG if it is fixed

### Edit a Show Template:

- Click on Show Template to be edited
- Click on Edit button
- Edit the name of template and click Save button

### Delete a Show Template:

- Click on Show Template to be edited
- Click on Delete button. On confirmation Show template will be deleted.

### 3.4.2 Show Master

Show master defines the rundowns to be created automatically for each day based on the configurations made. By Default Blaze will create shows with 30 minute duration from 6:00 AM Bulletin to 23:30 PM Bulletin.

The screenshot displays the 'Show Masters' configuration window. On the left, a list of show templates is shown, each with a name, duration, and start time. The '9:00 AM Bulletin' template is selected. On the right, the configuration form for this template is visible, including fields for Name, Planned duration, Start time, Template, Week days, Channel, and MOS Device. The 'Save' button is at the bottom right.

Template Name	Duration	Start Time
06:00 AM Bulletin	DUR:00:23:00	START:06:00:00
6:30 AM Bulletin	DUR:00:30:00	START:06:30:00
7:00 AM Bulletin	DUR:00:30:00	START:07:00:00
07:30 AM Bulletin	DUR:00:30:00	START:07:30:00
8:00 AM Bulletin	DUR:00:30:00	START:08:00:00
8:30 AM Bulletin	DUR:00:30:00	START:08:30:00
9:00 AM Bulletin	DUR:00:30:00	START:09:00:00
9:30 AM Bulletin	DUR:00:30:00	START:09:30:00
10:00 AM Bulletin	DUR:00:30:00	START:10:00:00
10:30 AM Bulletin	DUR:00:30:00	START:10:30:00
11:00 AM Bulletin	DUR:00:30:00	START:11:00:00

**Show Master Configuration Form:**

**Name \***: 9:00 AM Bulletin

**Planned duration \***: 00:30:00

**Start time \***: 09:00:00

**Template**: Default template

**Week days \***: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

**Channel \***: KARTHAVYA

**MOS Device**: Select MOS Devices

**Save**

### Create a Show Master:

- Click on New Button
- Enter the Name, Planed duration, Start Time
- Select the Show template for the rundown
- Select the week days on which this rundown needs to be created automatically
- Select the Channel
- Select the MOS devices to be used for the Rundown
- Click on Save button

### Edit a Show Master:

- Click on Show Master to be edited
- Click on Edit button
- Edit the information and click Save button

### Delete a Show Master:

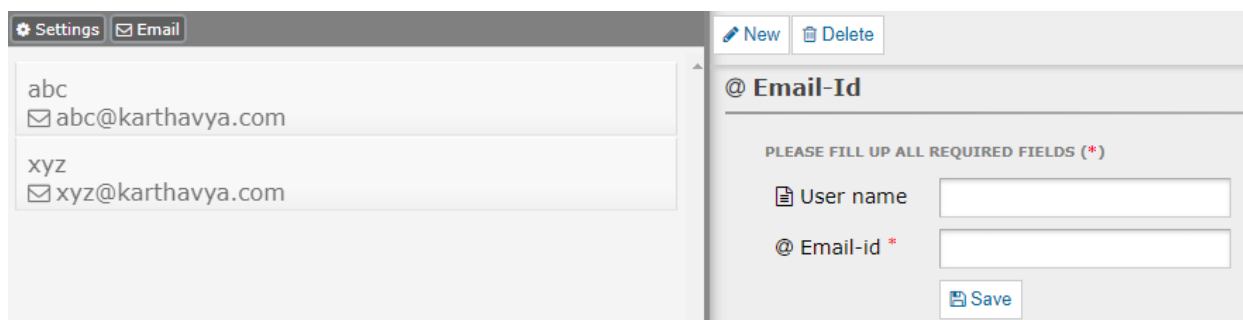
- Click on Show Master to be Deleted
- On Confirmation selected Show Master will be Deleted

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## 3.5 Email Settings

---

Email Settings are the creation of email address of the recipients to whom the story can be mailed. Thus, story will be mailed to the respective chosen recipient Id.



The screenshot displays the 'Email Settings' window. On the left, a list of email addresses is shown: 'abc' (abc@karthavya.com) and 'xyz' (xyz@karthavya.com). The right pane, titled '@ Email-Id', contains a form for adding a new email address. It includes a 'New' button and a 'Delete' button at the top. Below these, a message states 'PLEASE FILL UP ALL REQUIRED FIELDS (\*)'. The form has two input fields: 'User name' and 'Email-id \*'. A 'Save' button is located at the bottom right of the form.

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## 3.6 MOS Devices

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MOS is an abbreviation for Media Object Server Communications Protocol. The MOS protocol allows the exchange of information between a newsroom computer system and a media object server such as Video Servers, Audio Servers, Still Stores, Prompters and Character Generators.

The screenshot displays the 'Mos Devices' configuration window. On the left, a list of configured devices is shown with their respective MOS IDs and device types. On the right, the 'Device Info' tab is active, showing a form to configure a new device. The form includes fields for Device Type (set to 'Prompter'), Device Name, MOS Id, NCS Id (set to 'BLAZE'), MOS Version (set to '2.6'), RO Server IP (example: '201.211.11.321'), RO Server Port (upper) (set to '10541'), and Channel (set to 'KARTHAVYA'). A 'Save' button is located at the bottom of the form.

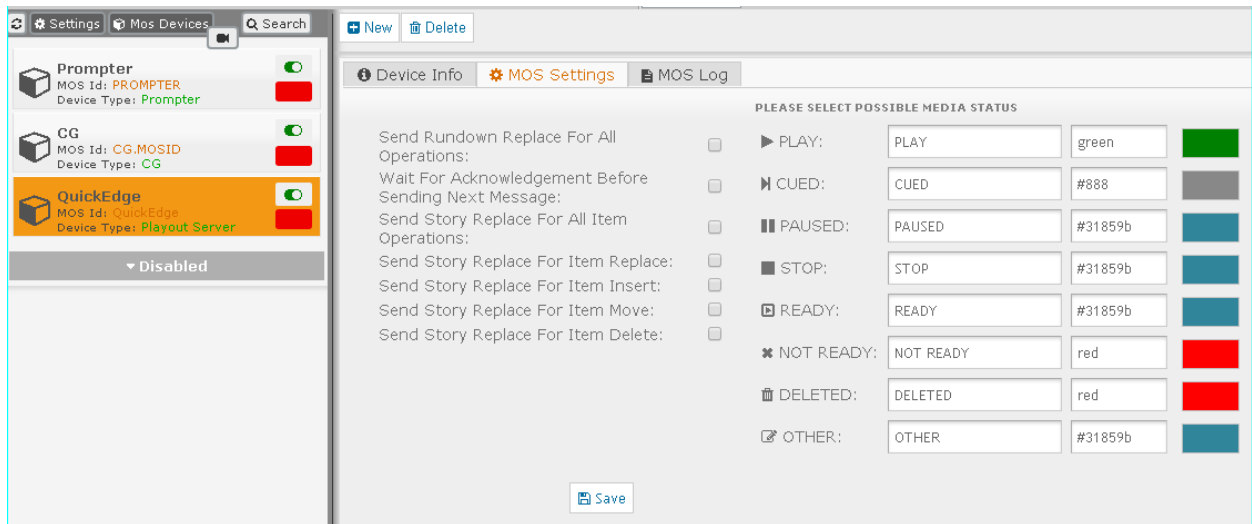
### Create a MOS Device:

- Click on New Button
- Select the Device type
- Enter the Device Name
- Enter the MOS ID of new device provided by device vendor
- Enter the NCS ID. Default NCS id of BLAZE NRCS is BLAZE. Share same with device vendor
- Select the MOS Version based on the mos version supported by device
- Enter the RO Server IP and port to which MOS messages will communicated. 10540 is default Upper port to which mos messages will be written and 10541 is Default Lower port where device listens for MOS messages.
- Click on Save Button



#### TIP

- *Use MOS settings to override the default MOS message communication in case target device does not support standard MOS message*
- *Use MOS log to view the MOS Messages communicated between BLAZE NRCS and selected Device.*



### Edit a MOS Device:

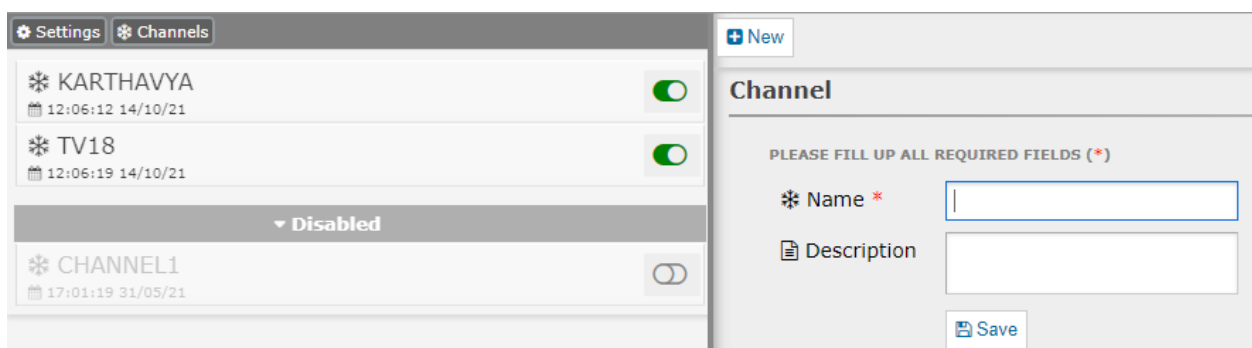
- Click on MOS device to be edit
- Edit the details and click on Save button

### Enable/Disable MOS Device:

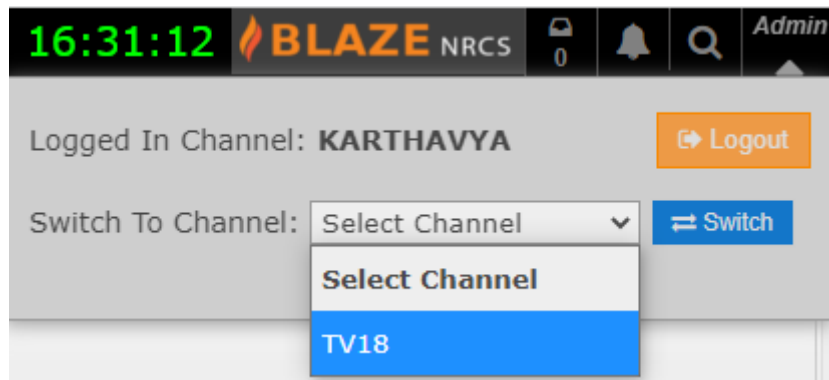
- Click on MOS device to be Enable/Disable
- Use Toggle button next to Mos Device to enable or Disable
- All the disabled devices listed Under Disabled section

## 3.7 Channels

Channels here are the news channels. Administrator can add, Edit and Disable news channels. Multiple news channels can be added. Administrator can segregate and assign rundowns and users as per channel.



More than one channel can be assigned to user. User can switch between channels based on need.

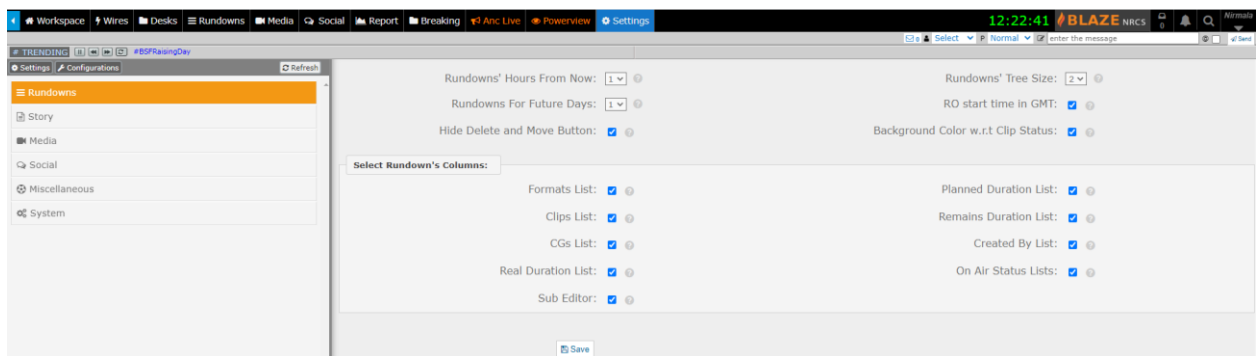


## 3.8 Configurations

Systemwide application configuration are configured here.

### 3.8.1 Rundowns

**Rundowns' Hours From Now:** This settings will set the how many past hours rundowns to be listed under current date. Rest will be listed under previous section.



**Rundowns For Future Days:** This will set N=number of future days rundowns to be created

**Rundowns' Tree Size:** Select the Number of future days to be listed in rundown

**RO start time in GMT:** Based on Device vendor time format Enable or disable this setting

**Select Rundown's Columns:** Select the default Story information to be displayed for selected rundown

**Hide Delete or Move Button:** Enable this field to hide Delete or Move button in rundown when the rundown is OnAir.

**Background Color w.r.t Clip Status:** Enable this field to change background color of Rundown-Slug w.r.t clip status.

### 3.8.2 Story

**Display Story's Id:** Select this settings if story id needs to be displayed in all sections

**Display Story's Custom Id:** Set this if system needs to reset story id each day and display day-wise id

Column Name	Data Type
cam	varchar
Description	text
DateTime	datetime
Reporter	varchar

**Script Auto Save:** Story will be auto saved at selected number of seconds interval.

**Enable Textarea for the script:** Selecting this field enables the text area for script.

**Story Attachment:** Enable this field to attach different attachments to a story.

**Stories Per Page:** Select the default number of stories to be listed in all the sections

**Show Reported By User:** Enable this field to view the reported by user, for a story.

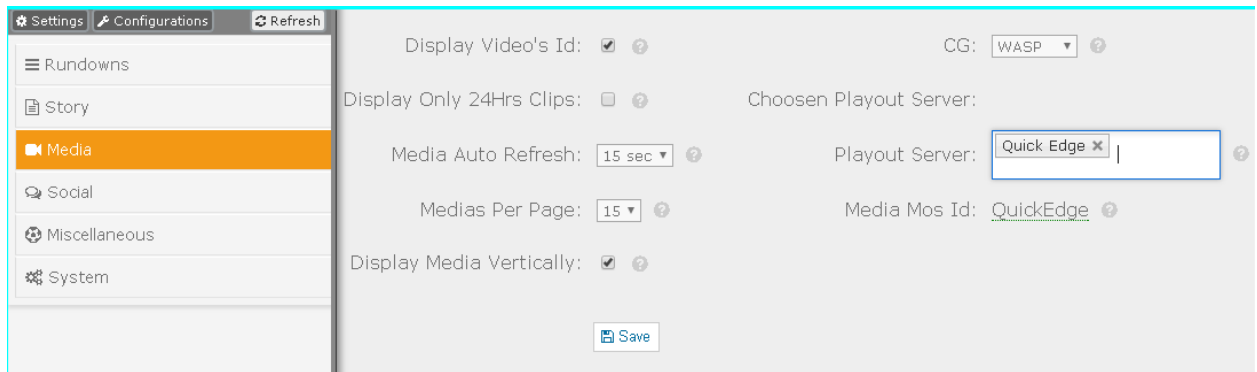
**Story Contact Attachment:** Enable this field to attach the contacts from the contact address book.

**Story Extra Columns:** While creating assignments displayed extra columns can be added from here. User can choose to add any number of fields with data type.

Column Name	Data Type
cam	varchar
Description	text
DateTime	datetime
Reporter	varchar

### 3.8.3 Media





**Display Video's Id:** Select this settings if Video id needs to be displayed.

**Display Only 24Hrs Clips:** This settings will list only past 24hours hours clips in media page

**Media Auto Refresh:** Select the interval for Media refresh. Default is 15 Seconds

**Medias Per Page:** Select the number of clips to be displayed in single page

**Display Media Vertically:** This will list Attached medias row wise. Or else it will list side by side

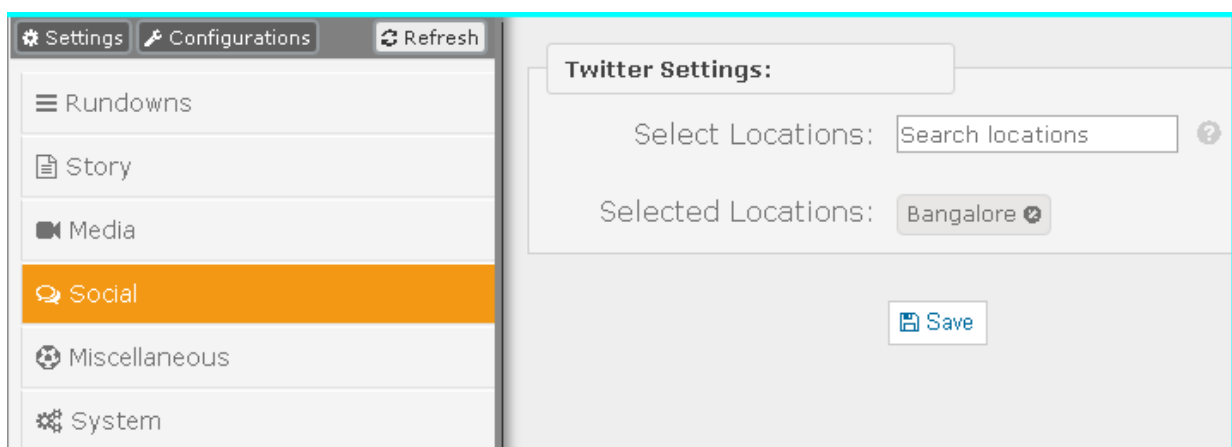
**CG:** Select the CG device used

**Chosen Playout Server:** Select the Payout server in Use

### 3.8.4 Social

This section displays the set of configurations for Location based twitter trends, Gmail settings and social media platforms like Facebook, Twitter, WordPress.

**Select Locations:** Select the default locations for twitter trends



**Gmail Settings:** Configure Gmail settings to send mails for users.

The screenshot shows the 'Gmail' configuration tab in a settings application. On the left, a sidebar lists categories: Rundowns, Story, Media, Social (highlighted), Miscellaneous, and System. The main area contains input fields for 'User Name' (filled with 'blaze.nrcs@gmail.com'), 'Password' (masked with dots), 'Host Name' (filled with 'smtp.gmail.com'), and 'URL'. Below these is a section titled 'Key token Of Gmail :' containing 'Key' and 'Extra' fields. A 'Save' button is at the bottom right.

**Facebook Settings:** Configure Facebook settings to post stories to Facebook.

The screenshot shows the 'Facebook' configuration tab. The sidebar is identical to the Gmail screen. The main area has input fields for 'User Name' (filled with 'ABC'), 'Password' (masked), 'Host Name', and 'URL'. A section titled 'Key token Of Facebook :' includes 'App Id', 'App Secret Key', 'Page Token', and 'Extra' fields. A 'Save' button is at the bottom right.

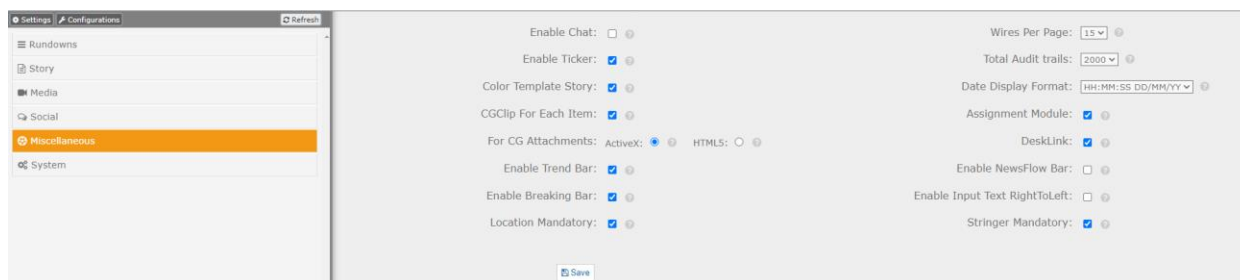
**Twitter Settings:** Configure Twitter settings to post stories to Twitter.

The screenshot shows the 'Twitter' configuration tab. The sidebar is identical to the previous screens. The main area has input fields for 'User Name' (filled with 'xyz'), 'Password' (masked), 'Host Name', and 'URL'. A section titled 'Key token Of Twitter :' includes 'Consumer Keys', 'Consumer Secret Key', 'Access Token', 'Access Token Secret Key', and 'Extra' fields. A 'Save' button is at the bottom right.

**WordPress Settings:** Configure WordPress settings to post stories to WordPress.

The screenshot shows the 'WordPress' configuration tab. The sidebar is identical to the previous screens. The main area has input fields for 'User Name' (filled with 'xyz'), 'Password' (masked), 'Host Name', and 'URL'. A section titled 'Key token Of WordPress :' includes 'Key' and 'Extra' fields. A 'Save' button is at the bottom right.

### 3.8.5 Miscellaneous



**Enable Chat:** Check this to enable chat feature

**Enable Ticker:** This will enable listing twitter trends on top of the page

**Color Template Story:** This will set color to the stories created by Show template

**CGClip for each item:** Enable this to attach CG & Clip for multiple story items

**For CG Attachments [ActiveX OR HTML5]:** Select either ActiveX or HTML5 to enable respective plugin for CG

**Enable Trend Bar:** This will enable twitter trends set based on location on the top of the page.

**Enable Breaking Bar:** This will enable the breaking bar which display set wires under breaking

**Location Mandatory:** This setting will make Location field Mandatory while creating story

**Stringer Mandatory:** This setting will make Stringer field mandatory while creating story

**Wires Per Page:** Select the number of wire items to display in single page

**Total Audit trails:** Select the default number of Audit Trials to display in single page

**Date Display Format:** Set the Date format for story and shows

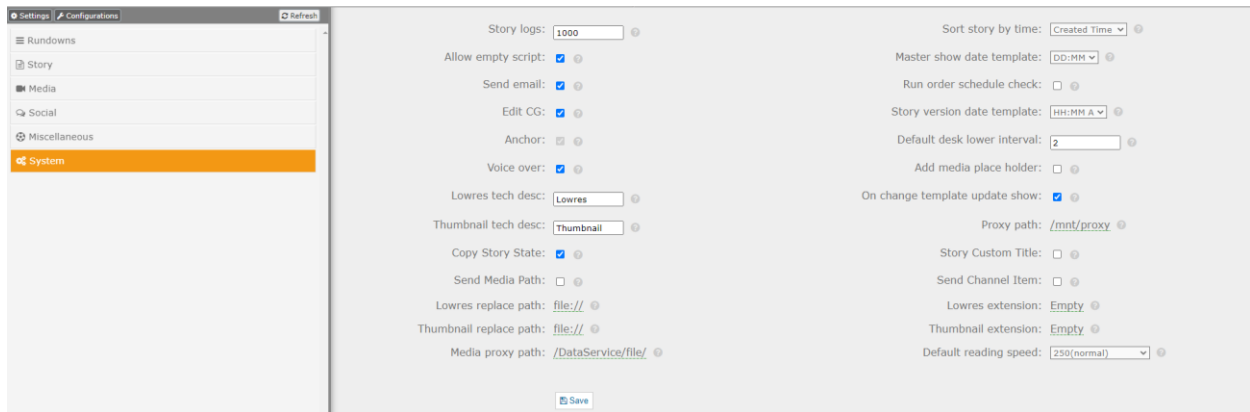
**Assignment Module:** Select this field to enable assignment module

**DeskLink:** Selection of this field will enable desk link feature for desk stories

**NewsFlow Bar:** Selection of this field enable NewsFlow ticker bar which display all the third-party integrated approved stories

**Enable Input text right-to-left:** Selection of this field will enable right to left text alignment to input and textarea

### 3.8.6 System



**Story logs:** Select the number of Story logs to be listed by default

**Sort story by time:** Select the Story sorting field

**Allow empty script:** Check this to allow empty scripts

**Master show date template:** Select the Date Format for show title created from show master

**Send email:** Check this if email to be sent for Messages send within BLAZE system

**Run order schedule check:** This settings will restrict overlapping time when creating a rundown

**Edit CG:** Check this if CG needs editing parameters

**Story version date template:** Set the Date format for Story version

**Anchor:** Check this if Anchor part needs to send to Prompter. Default this will be checked

**Default desk lower interval:** Select the Number of days stories to be listed in a desk

**Voice over:** Check this if Voice Over part needs to send to Prompter.

**Add media place holder:** Placeholder will be created without waiting for response from Media Server

**Lowres tech desc:** Set the MOS message tech desc part for extracting lowres path

**On change template update show:** Check this if automatic update in rundown require when updating show template

**Thumbnail tech desc:** Set the MOS message tech desc part for extracting thumbnail path

**Proxy path:** Set the Proxy mount path for lowres and thumbanail

**Copy Story State:** Check this if application needs retaining story state while copying a story

**Story Custom Title:** Checking this will append Current date to the story Title

**Send Media Path:** Checking this will send Media Path in MOS messages.

**Send Channel Item:** Check this if Playout system needs clip playing channel to be sent through MOS message

**Lowres replace path:** Set the trimming part for Lowres path

**Lowres extension:** Set the file extension to be appended for Lowres

**Thumbnail replace path:** Set the trimming part for Thumbnail path

**Thumbnail extension:** Set the file extension to be appended for Thumbnail

**Media proxy path:** Set the method for Displaying Proxy

**Default reading speed:** Select the Default words per second for calculating duration of a script

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## 3.9 Server Health Report

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This report represents the complete health of the servers describing both Main Server and Back up server. Administrator can get a view of server health report going to Settings>System.

Server health report

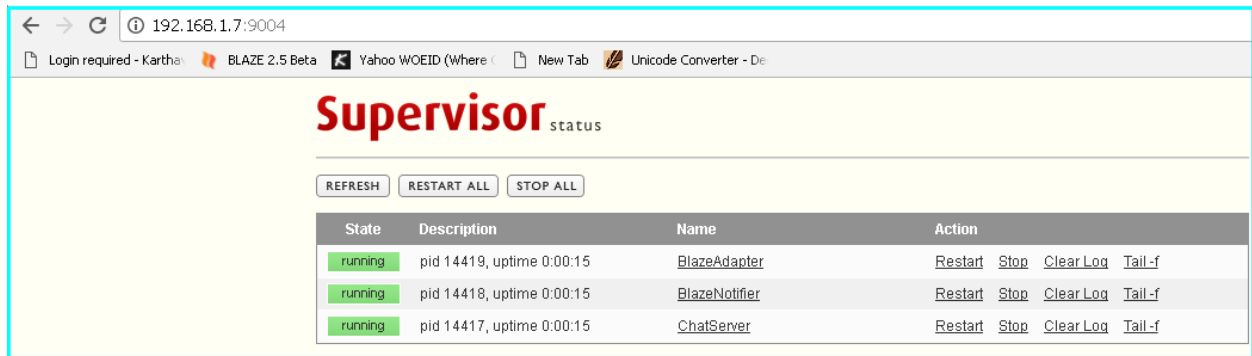
Main Server Health											
Server Name:	karthavya										
IP Address:	192.168.1.20										
Operating System:	Ubuntu 16.04 xenial server										
Processor usage:											
System:	Linux										
Uptime:	6:43 hours										
Partition:	/	Total:	30.4 G	Available:	19.6 G	Used:	9.3 G	Percentage:	32.2%	Status:	Good
	Memory Usage	Total:	4.6 G	Available:	2.8 G	Used:	1.5 G	Percentage:	38.6 %	Status:	Good
	Latest story:	ELECTRIC MOTORS									
Replication Status:	Good										
Latest DB Back Up File:	blaze2_01_12.sql										
Back Up Time:	Wed Dec 1 16:19:06 2021										
Back Up File Size:	34.6 M										
Server:	Main										
Server Health:	Good - Report Generated At - 2021-12-01 16:19:10.0										
Backup Server Health											
Server Name:	nagaratna-7										
IP Address:	192.168.43.239										
Operating System:	Ubuntu 16.04 xenial server										
Processor usage:											
System:	Linux										
Uptime:	2:53 hours										

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## 3.10 Blaze Services

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Blaze services are the Backend services running in supervisor application. Use [http://blaze\\_server\\_ip:9004](http://blaze_server_ip:9004) to access the BLAZE services running in system



### 3.10.1Blaze Adapter

This is the Adapter application which communicates MOS messages between BLAZE NRCS and connected MOS devices like Playout, Prompter and CG. Default MOS communication ports are 10540 and 10541.

### 3.10.2Blaze Notifier

This is the Service will send Notification messages to all connected users. Notification messages include Create Story, Copy Story, OnAir/OffAir show, Reordering of slugs inside rundown etc.

### 3.10.3Chat Server

This Service will enable chat messages exchange between users within the application.

## Appendix 1: Shortcut keys

- Opening/Closing New Rundown Window:Ctrl+r/Ctrl+R
- Opening/Closing Search Filter:Ctrl+~
- For Opening/Closing New Story Window: In Chrome (Ctrl+Alt+n/Ctrl+Alt+N). Internet Explorer and Firefox Browsers (Ctrl+n/Ctrl+N)
- For Opening/Closing Edit Story Window:Ctrl+e/Ctrl+E
- For Selecting All Stories from Rundowns:Ctrl+a/Ctrl+A
- For Skip/Unskip Stories from Rundowns:Ctrl+/
- For Deleting Stories from Desks and Rundowns:Ctrl+delete
- To Copy an Item:Ctrl+c/Ctrl+C
- To Move an Item:Ctrl+x/Ctrl+X
- To paste an Item:Ctrl+v/Ctrl+V
- Open Script for Editing:Ctrl+o/Ctrl+O
- To Save a Story:Ctrl+s/Ctrl+S
- For Saving Story Script & come out of script area for further navigation: Alt+s
- To print:Ctrl+p/Ctrl+P
- To Link Stories:Ctrl+l/Ctrl+L
- For Opening Clips Window: Ctrl+1 and Esc: To Close Opened Media Window
- For Attaching Clips : Press Enter twice
- For Selecting Duration For MarkIn And MarkOut Press: Ctrl+< and Ctrl+> Respectively
- To Attach CG's:Ctrl+2 and Esc to Close Opened CG Window
- To View Rundowns in Vertical Window (Split): In Chrome (Ctrl+Alt+w/Ctrl+Alt+W) and In IE and Other Browsers – (Ctrl+w/Ctrl+W)
- To Navigate Through Different Desks Press : Ctrl+3/f9 Then Press Up/Down Arrow to Navigate And Enter To Get The Stories
- To Navigate Through Different Rundowns Press : Ctrl+4/f10 , Then Press Shift+Tab to Highlight Rundown And Press Up/Down Arrow To Navigate And Enter To Get The Stories, Again Press Tab To Navigate Through Stories Inside That Rundown
- To Navigate To Breaking Desk Press : Ctrl+5
- To View Rundowns In Vertical Window(Split): (Ctrl+Alt+w)
- For Multiple Selection Of Stories: Shift+(up/down) arrow
- For Reorder A Single Story Inside Rundowns: Ctrl+(up/down) arrow
- For Navigating Stories : Up and Down Arrow And To Select Press Enter
- For Full Script Screen, Press Alt+z (in chrome) / f11 (in chrome or IE)
- To Shrink/Expand Raw Clip Window, Press f12

- To navigate through main menus, Press left and right arrow and Enter to select the menus
- To copy CG : ctrl+alt+c
- To paste CG : ctrl+alt+v
- For Opening Raw Clip Window : ctrl+m
- To Strike text : ctrl+shift+/-
- To create a new slug with copied slug : ctrl+shift+v
- To create quick slug: alt+m

## Appendix 2: Enabling ActiveX in Internet Explorer Browser

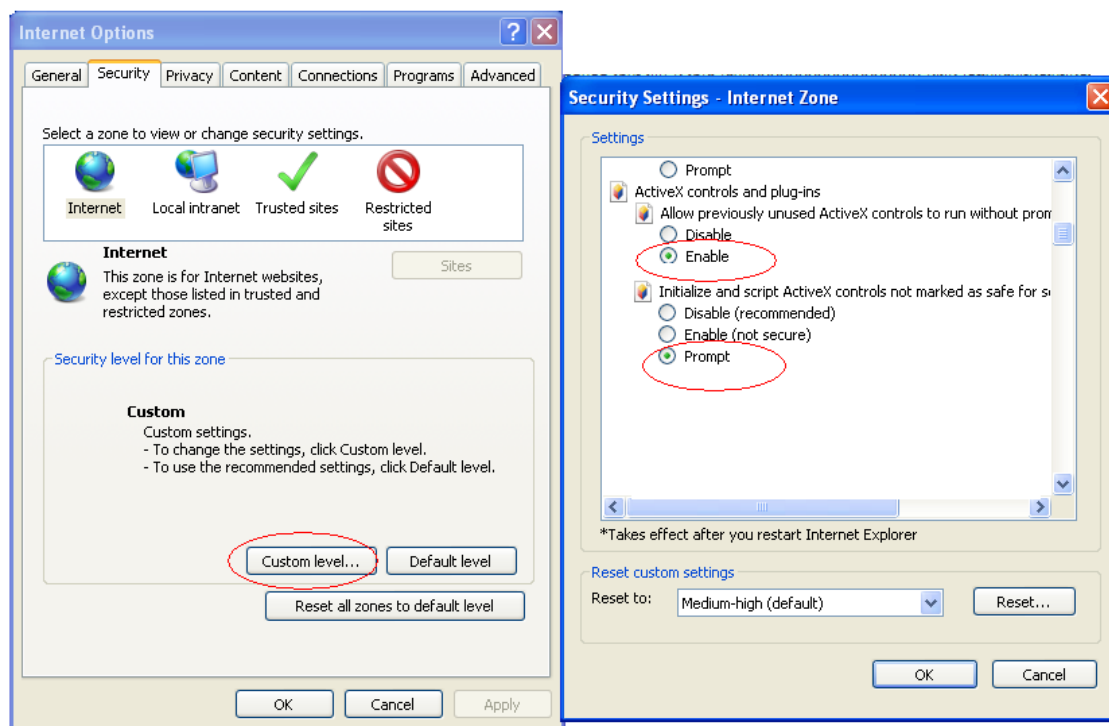


- *ActiveX is a Microsoft proprietary technology and is not supported in any other Web browsers*

To enable ActiveX controls in your browser follow these steps.

- Click on "Tools" menu in the browser.
- Select "Internet Options" from the drop-down menu.
- Click on the "Security" tab
- Click on the "Custom Level" button on the security level zone block.
- In scroll-down menu with radio buttons. Make the following changes to the menu choices:
- Allow previously unused ActiveX controls to run without prompt - Select "Enable"
- Initialize and Script ActiveX Controls not marked as safe for scripting Select "Prompt", as shown in the Screenshot [Appendix 1 Enable ActiveX](#)
- Click on the "Ok" button to exit and save.
- Click on the "Ok" button again to exit out of Internet options menu.
- Restart your browser to enable the new settings.





Screenshot - Appendix 1: Enable ActiveX