

News Exchange Platform User Manual

12/14/2022



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1. Introduction

Welcome to the user manual of NEP (News Exchange Platform). This document will guide you through the various features of the platform and present its different components.

1.1. Overview

NEP is a global platform for exchanging news between partners. It allows users:

- To receive content published on the network, either by manually downloading media files or automatically receiving them using the Cloud Agent.
- Control manual forwarding profiles for associated cloud Agents
- *To contribute to the network, either by manually uploading media and metadata or automatically using the Cloud Agent (This will be a future functionality)*

1.2. Exchange Cloud Agent (ECA)

The Exchange Cloud Agent (ECA) is a lightweight tool developed for the purpose of quickly receiving published content on the NEP network. It is designed to be easily integrated within existing workflows and makes it easy to monitor and configure transfers and other settings through a web interface that is available inside your company's internal network.

Please refer to the user manual of the Cloud Agent for further information.

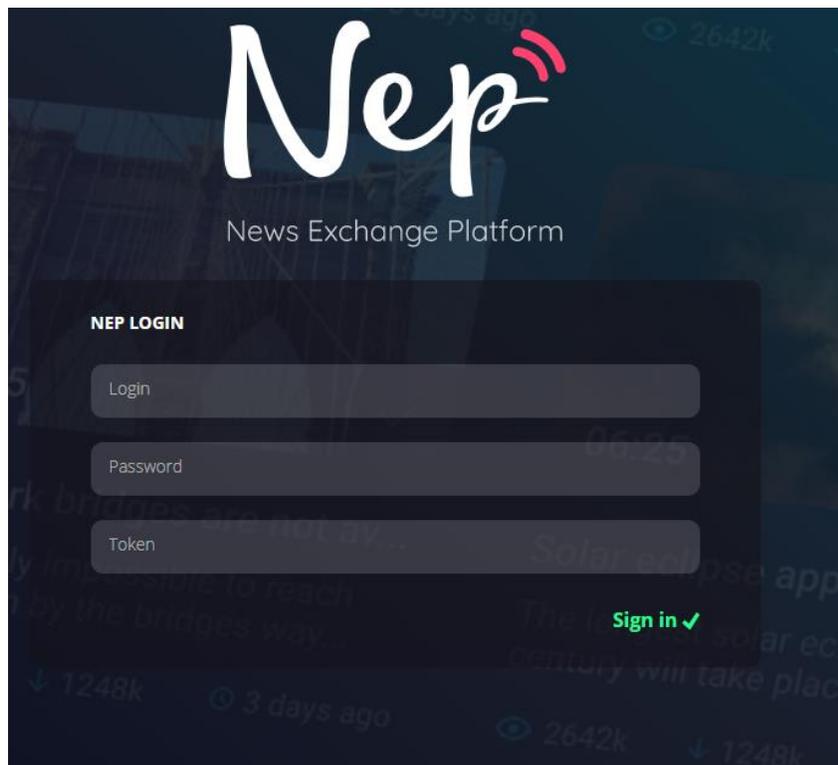
2. Getting started

Once you receive your login credentials, you can navigate to the link that was sent to you to connect to the network.

NEP can be access using the following link below:

<https://nep.enex.lu/>

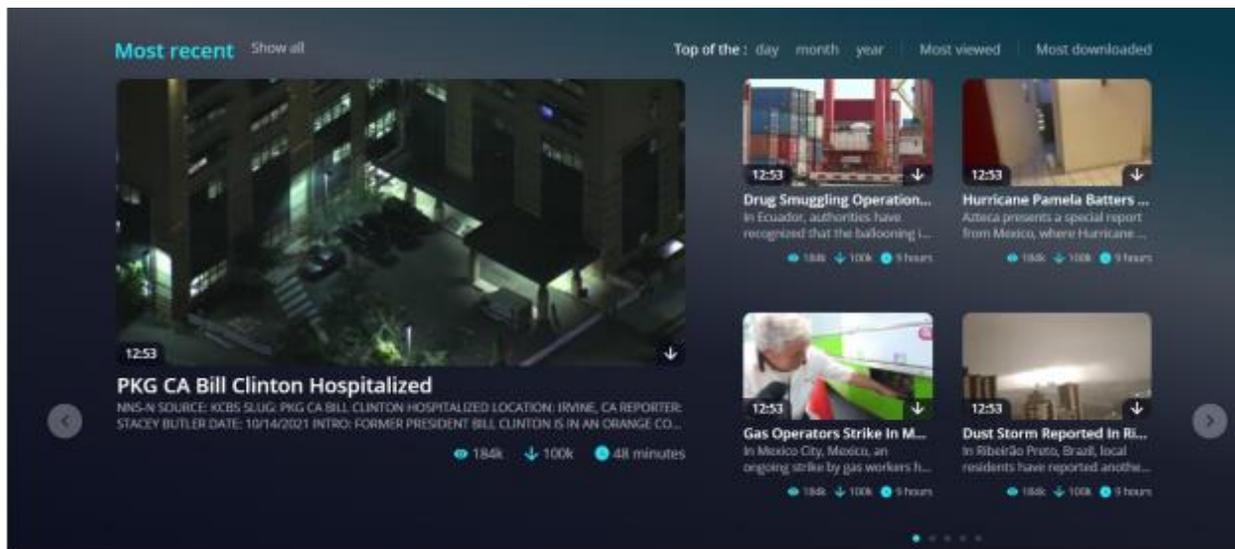
You will be presented with a login page:



In your invitation you will have received a QR code that you can scan with your mobile device, using a 2FA (2-factor authentication) software of your choice (for instance, Authy). When logging in, you will need to supply your username and password as well as your 2FA token, as shown on your device. If you haven't received your QR code or have trouble logging in, please do not hesitate to contact our support or contact person.

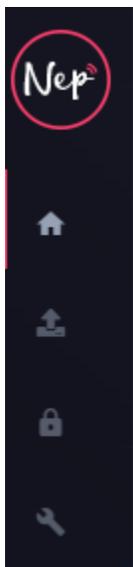
3. Home page: Thumbnail View

Once logged in, you will see the NEP home page:

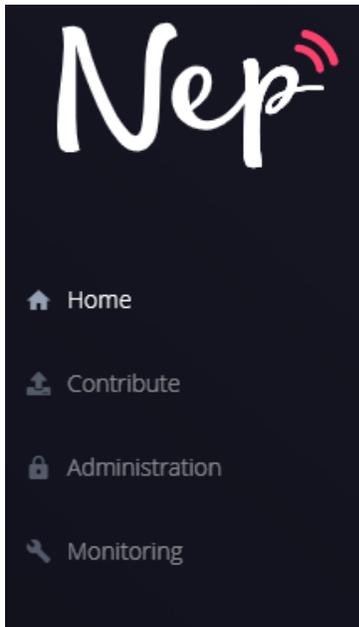


On the top of the page, you will have all the latest news published on the network, with a convenient set of buttons for easy navigation.

On the left-hand side, you will see a menu bar:

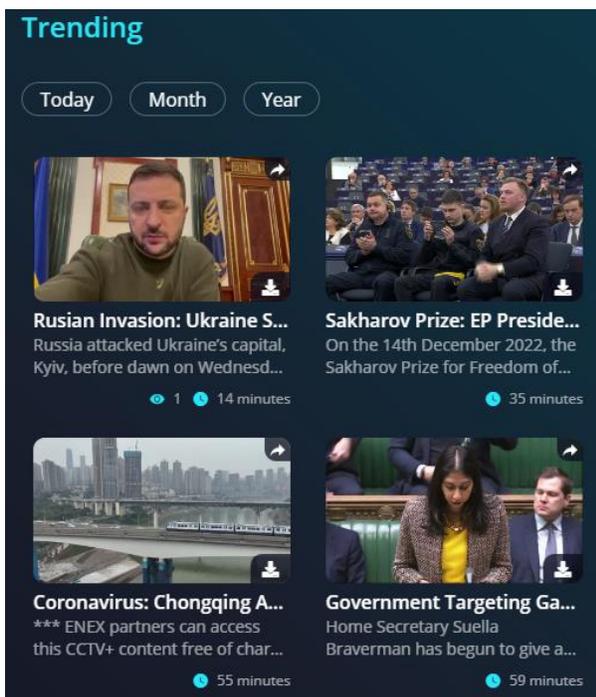


You can expand the menu bar by clicking on the arrow on the top next to the Nep logo:



Note that some pages (Administration, Monitoring) are not available to non-administrator users. This menu list will also contain further elements during the beta test, such as a personal Profile page. You will be notified of any relevant changes by your contact person.

On the bottom of the page, you will see another list containing news items that correspond to tags that you are currently following. This is a special list that you will be able to customize later, on the Profile page. To the right a list of trending items is shown:



These are items that have been highlighted by ENEX editors within the context of special events or urgent news. Note that all items on NEP are automatically updated and you do not have to refresh the page at any time. Clicking on any item will open the metadata page of that item:

Sakharov Prize: EP President Metsola Holds A Press Conference

Location: Strasbourg, France Status: PUBLISHED ✓
Language: Source partner: EBS

Ukraine Eu Sakharov Prize Ep Metsola

DOPE SHEET

[Footage Date: Wednesday, 14 December 2022] **STORYLINE**
On the 14th December 2022, the Sakharov Prize for Freedom of thought is awarded to the "brave people of Ukraine". A ceremony takes place in the European Parliament, in Strasbourg. Ambiance shots prior to the ceremony. Statement by Roberta METSOLA, EP President.

Shotlist

00:00:00
SOUNDBITE (English), Roberta METSOLA, President of the European Parliament, Dear friends, today marks the 293rd day of war in Ukraine. We have witnessed the inspiring resistance of ordinary citizens making the ultimate sacrifice to delay a column of tanks. Senior citizens standing up to face down Russian troops would nothing but pride as their weapons. Brave women forced to give birth in underground metro stations.

00:00:37
SOUNDBITE (English), Roberta METSOLA, President of the European Parliament, To these people, the message from Europe has been clear. We stand with Ukraine. We will not look away. The Ukrainian people are not just fighting a war of independence, but fighting a war of values. The values which underpin our life in the European Union and that we have long had the luxury of taking full granted each and every day.

00:01:02
SOUNDBITE (English), Roberta METSOLA, President of the European Parliament, We often speak about democracy, freedom, liberty as if they were some abstract concepts that do not really translate into much in practice. But the ability to vote for who we believe in, to read independent journalism, to assemble, and to say what we want to say, to disagree and dissent, to pursue whatever gives us most happiness in life, to live and love as we choose without consequences. These are what democracy, freedom and liberty mean.

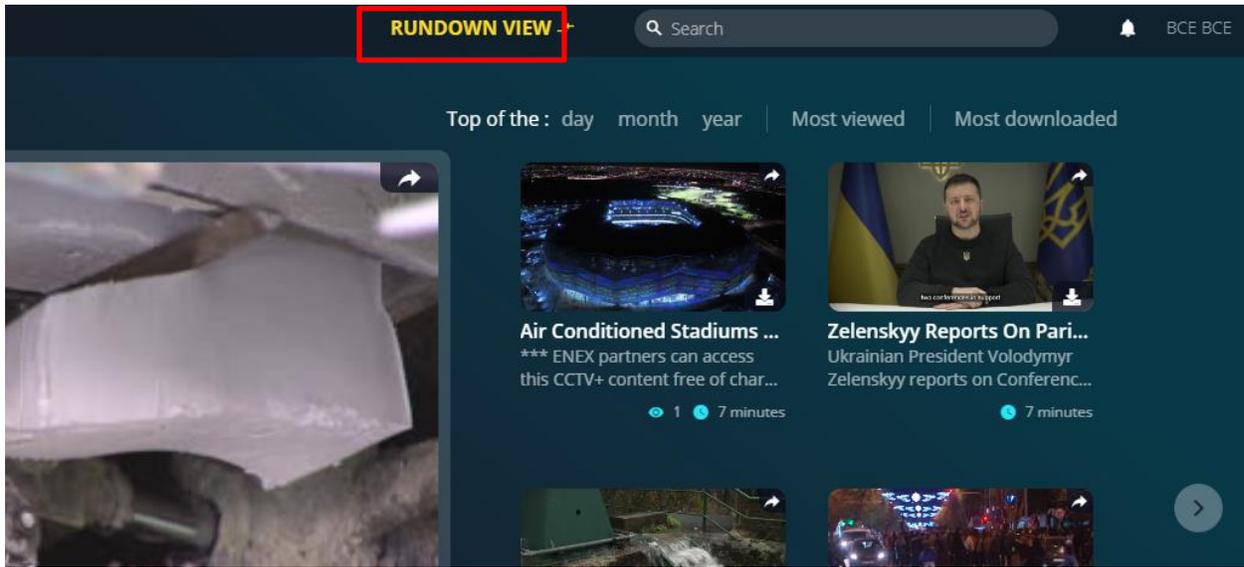
00:01:40

Creation date: 14/12/2022 14:27 (UTC)
File name: 2022-12-14-1420-ENEX-736960_Award_of_the_Sakharov_Pri...
File size: 297.26 MB
File origin: STEP INGEST

Here you will see all the published data on the given news item, including the source partner, information about the physical file as well as standard editorial metadata, including tags, location information and a shotlist describing the content of the item using markers. On this page, you will also be able to download the content manually using the button below the video. Finally, a convenient video player on the right-hand side of the page allows you to preview the content. Clicking on the rightmost icon will open the player in a large window, making it easy to view it full screen

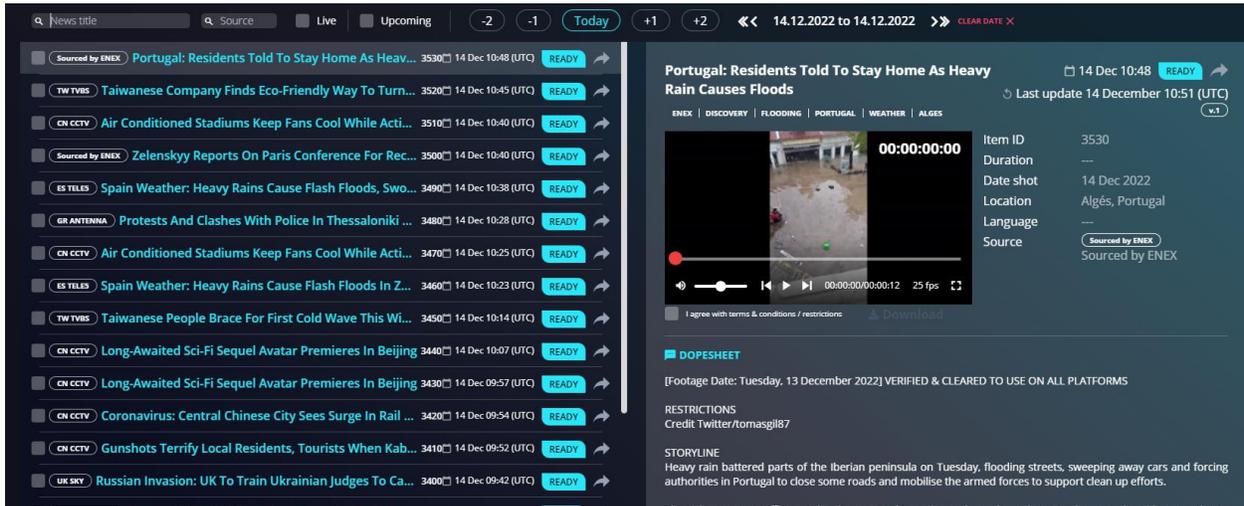
4. Home page: Rundown View

We have another way to present the different items, following the Rundown view yellow button on the top right of your landing page.



there are two main panels:

- The left hand side shows a chronological list of items together with their publication status, source, reference ID, version number and other metadata.
- The right hand side shows a detailed view of the item that is selected on the left, this includes such elements as the preview video, usage rights, editorial metadata and the possibility to download the hi-res version of the asset.



On the top left of this panel, you can find the filters' part, where you can search and filter for items. The filters will be created automatically based on the categories that are defined by the administrator (details will be communicated soon).

You can also filter Live and upcoming items by directly checking the related checking boxes

News title	Source	Live	Upcoming	-2	-1	Today	+
<input type="checkbox"/> AUSTRA Embracing the Challenge 2021_10058466			<input checked="" type="checkbox"/>			16 Nov 23:07	• ONGOING →
<input type="checkbox"/> AUSTRA PA Record drug money seizure 2021_10058466			<input checked="" type="checkbox"/>			05 Dec 00:53	• ONGOING →
<input type="checkbox"/> AUSTRA US Biden on Russia 2021_10058466			<input checked="" type="checkbox"/>			05 Dec 00:53	• ONGOING →
<input type="checkbox"/> AUSTRA US Michigan shooting vigil 2021_10058466			<input type="checkbox"/>			05 Dec 00:53	UPCOMING →
<input type="checkbox"/> AUSTRA CN White paper on democracy 2021_10058466			<input type="checkbox"/>			05 Dec 00:53	UPCOMING →
<input type="checkbox"/> AUSTRA IT Calabria migrants 2021_10058466			<input type="checkbox"/>			05 Dec 00:53	UPCOMING →
<input type="checkbox"/> AUSTRA RU Power station art gallery 2021_10058466			<input type="checkbox"/>			05 Dec 00:53	UPCOMING →
<input type="checkbox"/> AUSTRA China B737 Max resumes flight 2021_10058466			<input type="checkbox"/>			05 Dec 00:53	UPCOMING →
<input type="checkbox"/> AUSTRA PL Duda Austin meeting 2021_10058466			<input type="checkbox"/>			05 Dec 00:53	UPCOMING →
<input type="checkbox"/> AUSTRA Beijing 2022 IOC President 2021_10058466			<input type="checkbox"/>			05 Dec 00:53	UPCOMING →
<input type="checkbox"/> AUSTRA England vs Spain women 2021_10058466			<input type="checkbox"/>			05 Dec 00:53	UPCOMING →
<input type="checkbox"/> AUSTRA Start a blog to reach your 2021_10058466			<input type="checkbox"/>			05 Dec 00:53	UPCOMING →
<input type="checkbox"/> AUSTRA How to choose the right 2021_10058466			<input type="checkbox"/>			05 Dec 00:53	UPCOMING →
<input type="checkbox"/> AUSTRA Why choose a theme that 2021_10058466			<input type="checkbox"/>			05 Dec 00:53	UPCOMING →
<input type="checkbox"/> AUSTRA Lessons and insights from 2021_10058466			<input type="checkbox"/>			05 Dec 00:53	UPCOMING →
<input type="checkbox"/> AUSTRA How to build a loyal community 2021_10058466			<input type="checkbox"/>			05 Dec 00:53	UPCOMING →
<input type="checkbox"/> AUSTRA Caring is the new marketing 2021_10058466			<input type="checkbox"/>			05 Dec 00:53	UPCOMING →
<input type="checkbox"/> AUSTRA How to design your site footer 2021_10058466			<input type="checkbox"/>			05 Dec 00:53	UPCOMING →

Note that all items on NEP are automatically updated and you do not have to refresh the page at any time.

Finally, on the top right of the home page, you can find a calendar view showing the different upcoming and ongoing lives on the three channels (Live1, Live2 and Live3).



As you may see, each item has a status,

USPOOL	PH Marcos meets US Harris 2022_10124365	21 Nov 09:00 (UTC)	UPCOMING	➔
ZZVNR0	QA2022 Swiss team in desert 2022_20124359	21 Nov 08:29 (UTC)	READY	➔
USPOOL	ID Jakarta Austin departure 2022_10124363	21 Nov 08:07 (UTC)	READY	➔

The status can be:

READY – item published by the News Exchange team and available in NEP

UPCOMING- item being prepared by News Exchange team for publication, video not yet available

CANCELED – item canceled by the News Exchange newsroom team because of technical or editorial issued

Ongoing – Live items that are currently on live

4.1. Manual forwarding

Files delivered from NEP to organizations’ ECA can be automatically forwarded to desired FTP location or can be selected in NEP and manually forwarded on users’ request. The automatic forwarding will be triggered just after the download of elements coming from NEP. By comparison, the manual forward will be triggered directly by the NEP’s user interface where user will select the rule previously created by the system admin in the ECA. Items can be manually forwarded by clicking “Forward” arrow next to the item status and selecting required destination. Forwarding can also be executed from the top right corner of the detailed item view on the right side of the screen.

BERTBF	BE EP Corruption Tarabella 2022_10128381	12 Dec 11:41 (UTC)	READY	➔
JPNHK	JP Character of the year 2022_10128372	12 Dec 11:38 (UTC)	READY	➔
ZZVNRP	AU Trapped driver rescue 2022_10128374	12 Dec 11:26 (UTC)	READY	➔
DEZDF	DE PL Duda arrival 2022_10128370	12 Dec 11:26 (UTC)	READY	➔
DKDR	DK Skating without ice 2022_10128367	12 Dec 11:15 (UTC)	READY	➔
BECUE	EU Eastern Partnership table 2022_10128362	12 Dec 11:05 (UTC)	READY	➔

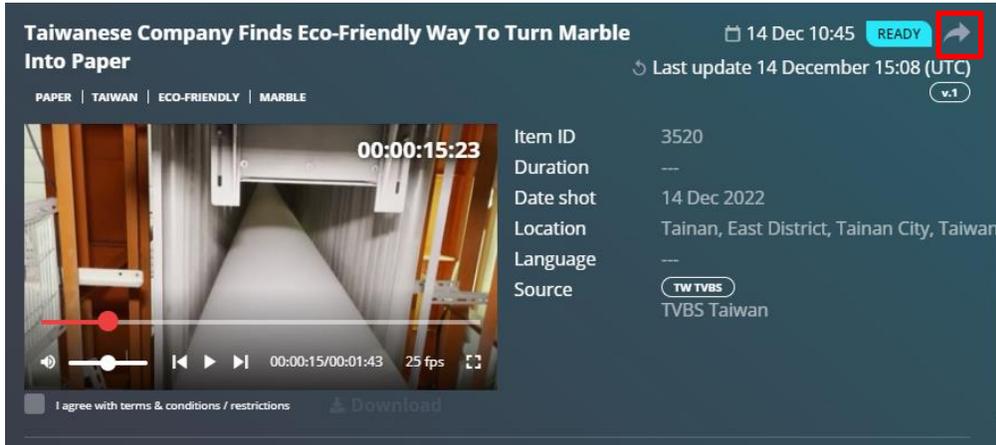
Select forwarding

Manual All Manual Videos
 Manual XML
 ECA download

CANCEL ✕ START FORWARDING ✓

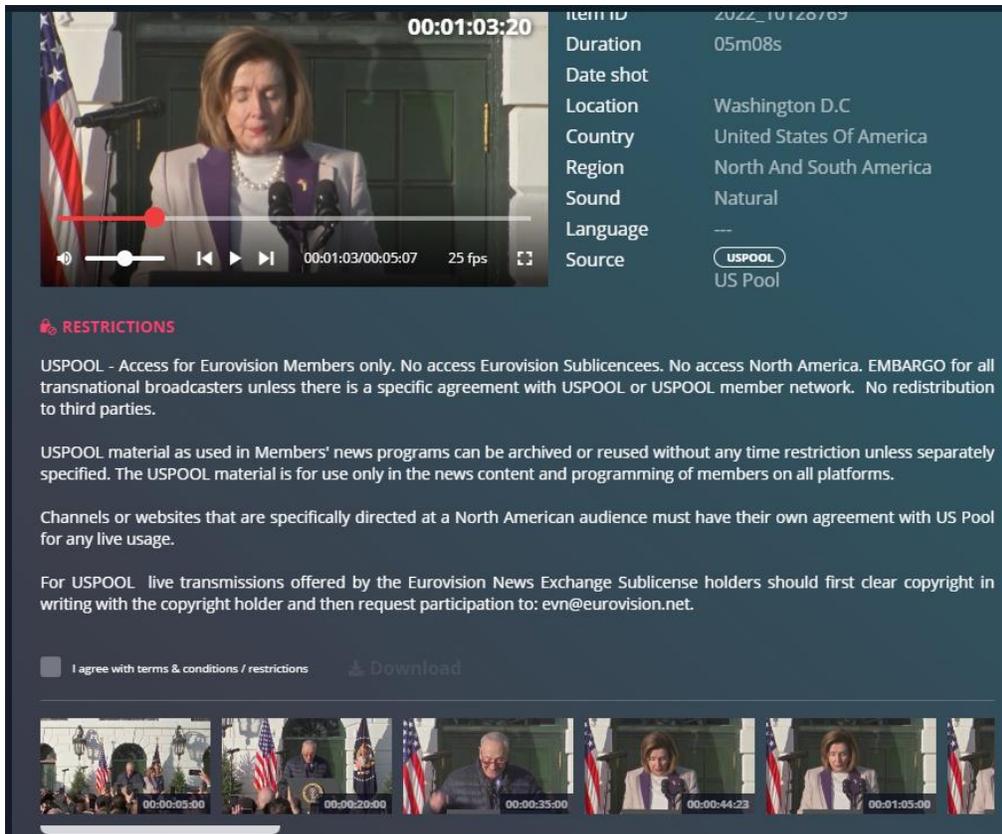
“ECA download” profile sends files from NEP to ECA that could have been missed by ECA after a prolonged outage or disconnection.

As on the top right-side of the panel, you will also find a “Forward” button.



4.2. Keyframes

Clicking on the item keyframe will jump to the detailed view of the item and the preview video (rightside panel).



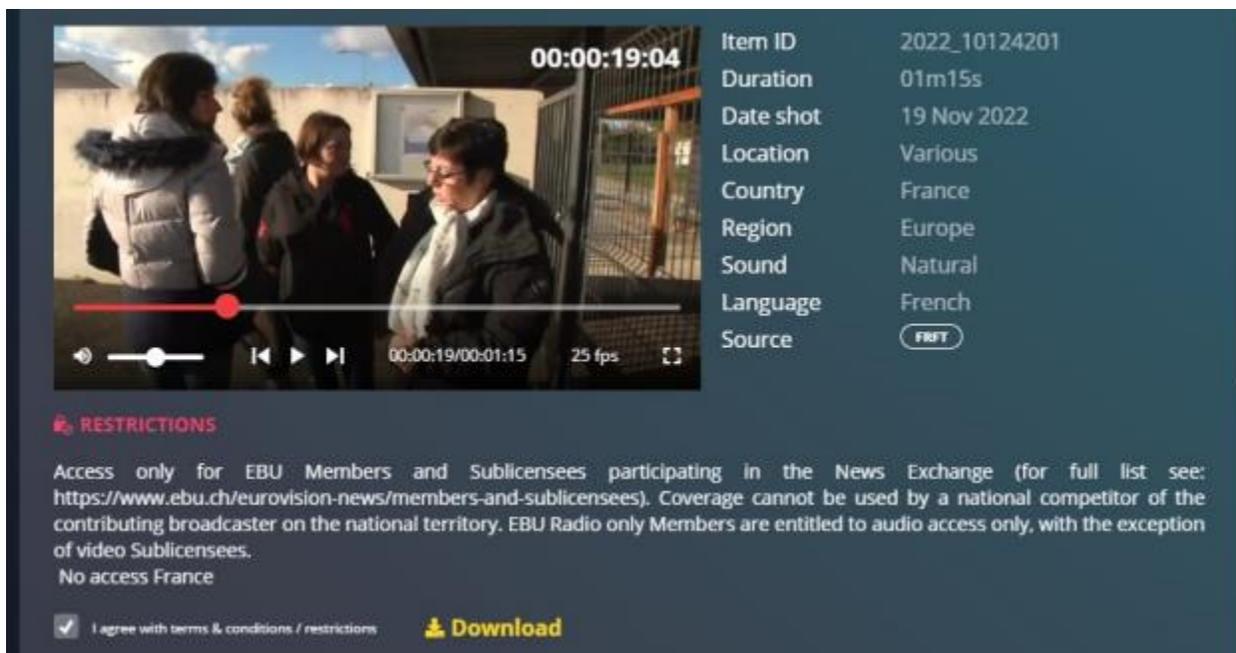
4.3. Detailed metadata views

On this view, you will see all available editorial metadata about the selected item, as well as other information such as:

- Technical information about the master file,
- A preview video,
- Thumbnails
- Restrictions/usage rights.
- Dopeshhet
- A shotlist

You will also be able to download a copy of the media file using the Download button following acceptance of the terms & conditions/restrictions.

The download button enables you to directly download the selected asset to your computer, using the browser. You will see a progress bar for each download.



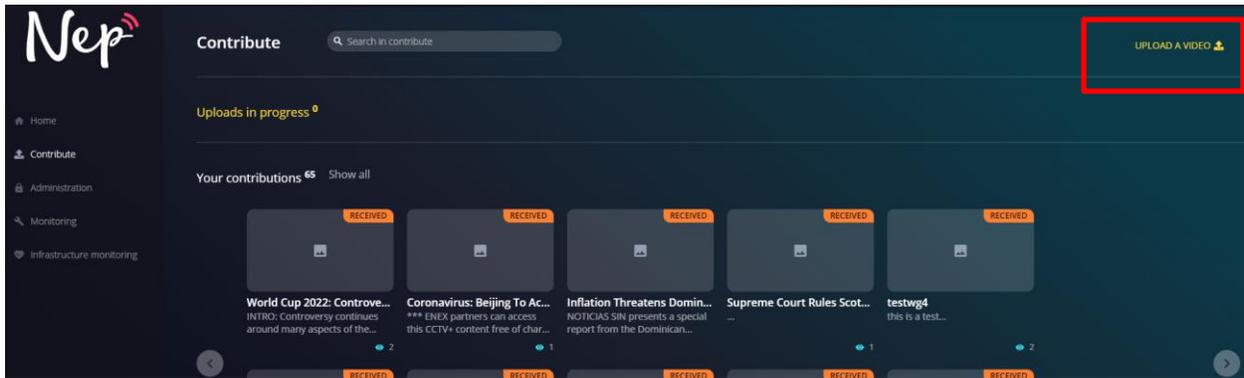
The screenshot displays a video player interface. On the left, a video preview shows several people in winter clothing. The video player includes a progress bar, a play/pause button, and a volume control icon. The video title is "00:00:19:04". To the right of the video player is a metadata table:

Item ID	2022_10124201
Duration	01m15s
Date shot	19 Nov 2022
Location	Various
Country	France
Region	Europe
Sound	Natural
Language	French
Source	FRIT

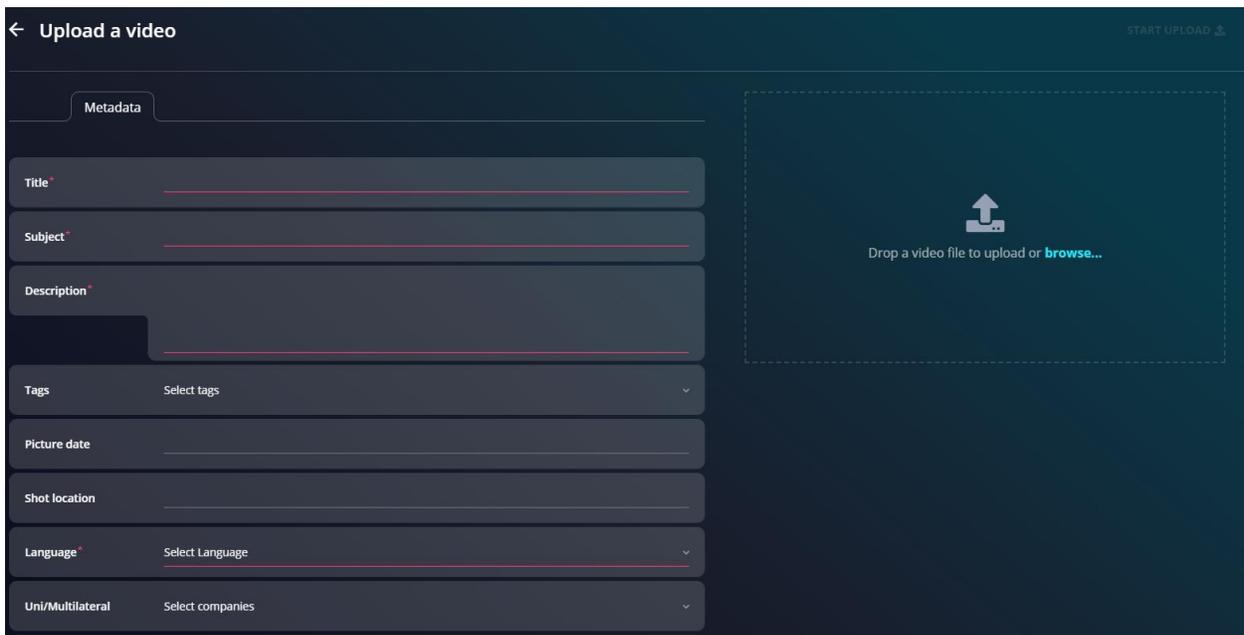
Below the video player, there is a section titled "RESTRICTIONS" with a red lock icon. The text reads: "Access only for EBU Members and Sublicensees participating in the News Exchange (for full list see: <https://www.ebu.ch/eurovision-news/members-and-sublicensees>). Coverage cannot be used by a national competitor of the contributing broadcaster on the national territory. EBU Radio only Members are entitled to audio access only, with the exception of video Sublicensees. No access France". At the bottom left, there is a checkbox labeled "I agree with terms & conditions / restrictions" which is checked. At the bottom right, there is a yellow "Download" button with a download icon.

5. Contributing material

In order to upload a new item, you can either use our automated tool (Cloud Agent) i.e., in that case please see the ECA documentation for more details; or upload a file manually on the NEP interface. To do so, go to the Contribute page and click on the button on the top right corner:



This will open up the following page:



You can fill in the metadata for your contribution using the form on the left-hand side and upload your file using the file browser on the right-hand side. Once done, click on “Start upload” on the top right corner of the page, and a loading bar will appear. Your contribution will then be processed by ENEX.

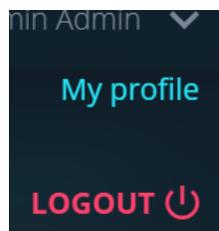
Once approved, your item will be published on the home page and will be visible to all users who have the permission to access the item. Note that if you have chosen to exclude one or more partners from viewing your contributions, they will not see your items and will not be able to download them manually or automatically.

Please note that the approval process might take some time as your content will enter the various ingest channels, such as transcoding to the ENEX standard format as well as the creation of a thumbnail and low-res video.

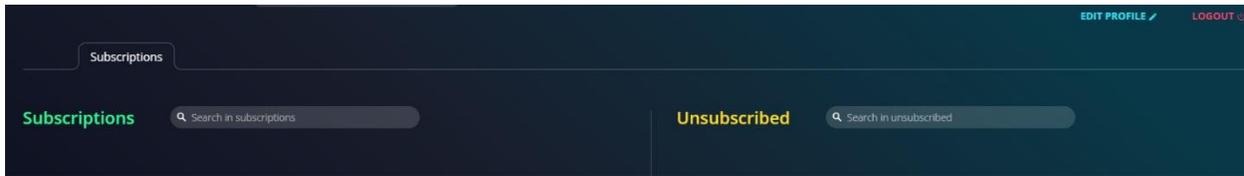
You can also choose to send your contribution to only specific members by mentioning them in the Uni/multilateral fields. In that case the specified members will receive your contribution almost instantly.

6. My Profile

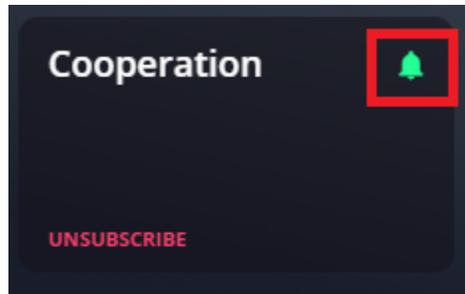
The My Profile page allows you to manage your personal subscriptions to tags. In order to access this page, you have to open a dropdown menu by clicking on your username in the top right corner of your screen. Once the dropdown menu is opened click on the first option “My profile”.



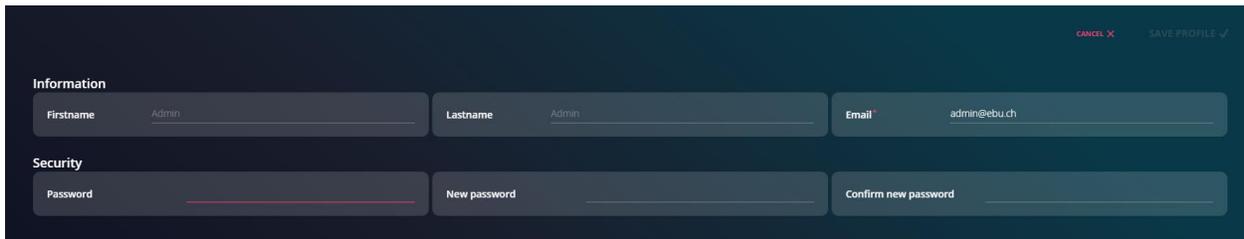
On this page you will see a list of your subscribed tags on the left-hand side of your screen and a second list with all the other tags on the right-hand side of your screen. In order to facilitate the management of the tags, both lists provide a search option.



You will also have the possibility to get notified, once an item which includes this tag is released. You can do so by clicking on the bell icon in the top right corner of the subscribed item.



You can also edit your profile and change your password using this interface by clicking on Edit profile.



7. Support and contact

If you have any questions or remarks, please do not hesitate to contact our support email address

nep_support@bce.lu or your contact person.