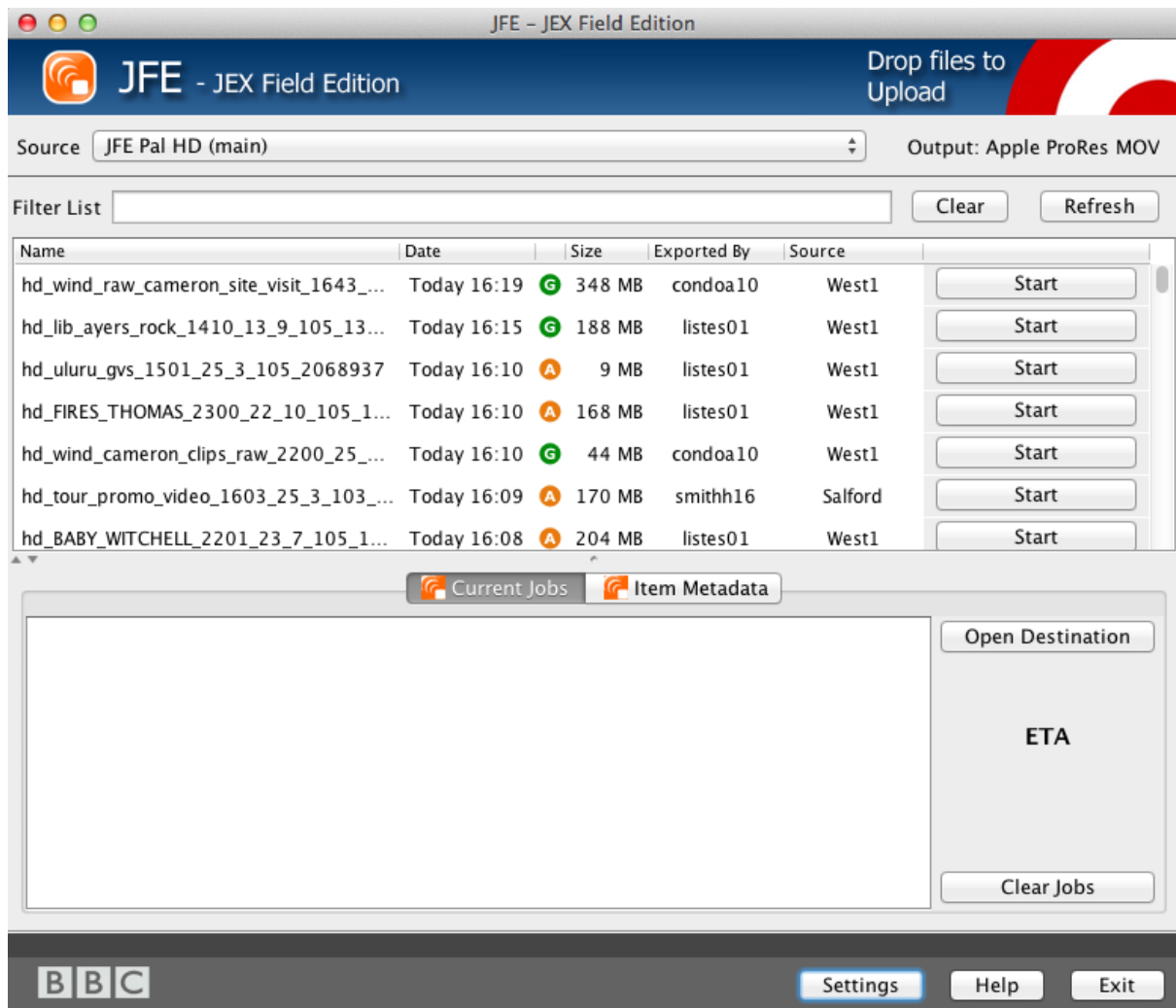


## Uploading with JFE

This is the preferred way of sending video from location into Jupiter and Davina production systems. It is part of the JFE application.

JFE can be used to download as well as upload content to News production systems.

To download, select a source, choose a clip, and select the Start button. Your clip is then downloaded in the codec/location of your choice (change this in Settings).



To upload simply drop your video file onto the top banner.



In fact, you can drop your file anywhere on the application screen and it will work.

This page will appear:

The screenshot shows the 'JFE Upload' window. At the top, it says 'JFE - JEX Field Edition'. Below that, 'File to upload : IRAQ SIMPSON TEN TUE 19.mov'. There are three columns: 'Upload server:', 'Source type:', and 'Quality:'. The 'Upload server:' column contains a list: 'UK1 (Watford)', 'America (Washington)', 'UK2 (Watford)', and 'UK Development'. The 'Source type:' and 'Quality:' columns are empty. Below these columns is a section for 'Clip Thumbnails (XDCamEX 35 PAL 1080i 25fps, Dual mono - 2 channels)' showing a row of six video thumbnails. At the bottom left is the BBC logo, and at the bottom right are 'Help', 'Upload', and 'Close' buttons.

Upload server:	Source type:	Quality:
UK1 (Watford) America (Washington) UK2 (Watford) UK Development		

Clip Thumbnails (XDCamEX 35 PAL 1080i 25fps, Dual mono - 2 channels)

BBC Help Upload Close

Click on an "Upload server": select **UK 1** (Watford), **UK2** (Watford) or **America** (Washington) – this means that your package will be sent to the server in Watford or Washington.

**Note:** It does not matter which upload server you select as clips sent to all three servers can go to any Jupiter destination.

Then the "Source type" column will appear. Select the source format:

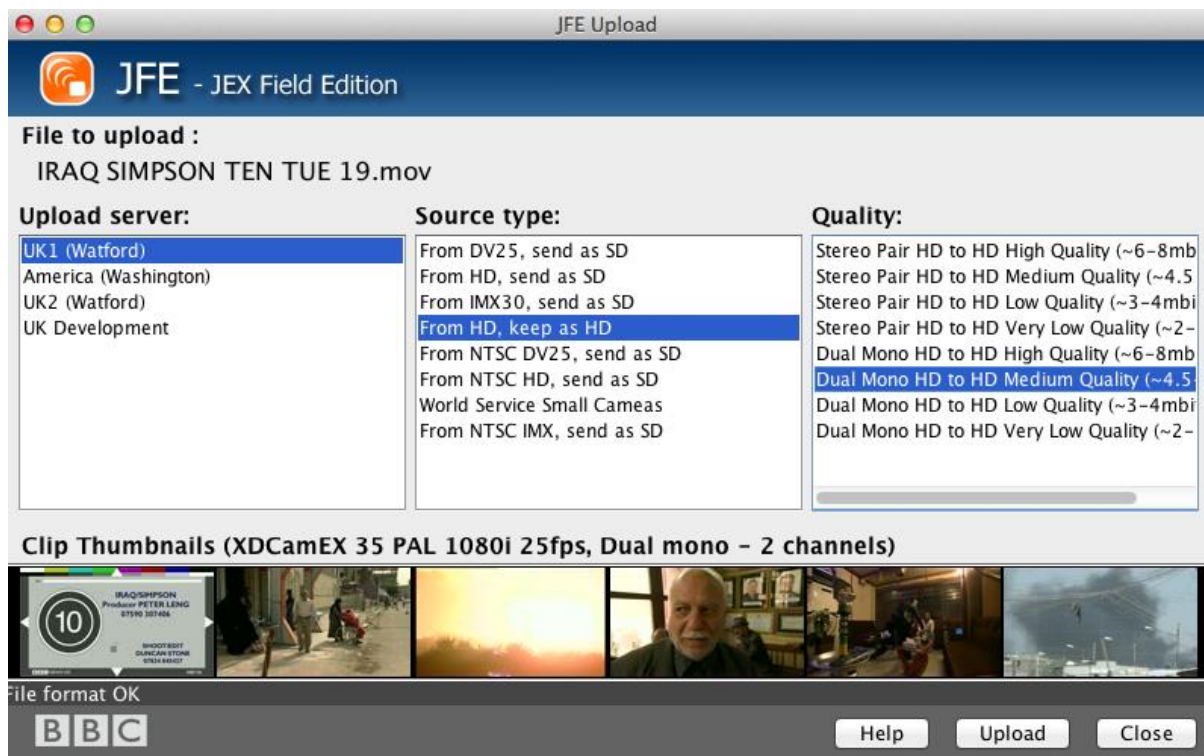
This screenshot is similar to the first one, but the 'Source type:' column now contains a list of options: 'From DV25, send as SD', 'From HD, send as SD', 'From IMX30, send as SD', 'From HD, keep as HD', 'From NTSC DV25, send as SD', 'From NTSC HD, send as SD', 'World Service Small Cameas', and 'From NTSC IMX, send as SD'. The 'Upload server:' column still has the same list, with 'UK1 (Watford)' highlighted. The 'Quality:' column remains empty. The rest of the interface, including the clip thumbnails and BBC logo, is the same.

Upload server:	Source type:	Quality:
UK1 (Watford) America (Washington) UK2 (Watford) UK Development	From DV25, send as SD From HD, send as SD From IMX30, send as SD From HD, keep as HD From NTSC DV25, send as SD From NTSC HD, send as SD World Service Small Cameas From NTSC IMX, send as SD	

Clip Thumbnails (XDCamEX 35 PAL 1080i 25fps, Dual mono - 2 channels)

BBC Help Upload Close

Then the “Quality” options will appear:



As a rough guide:

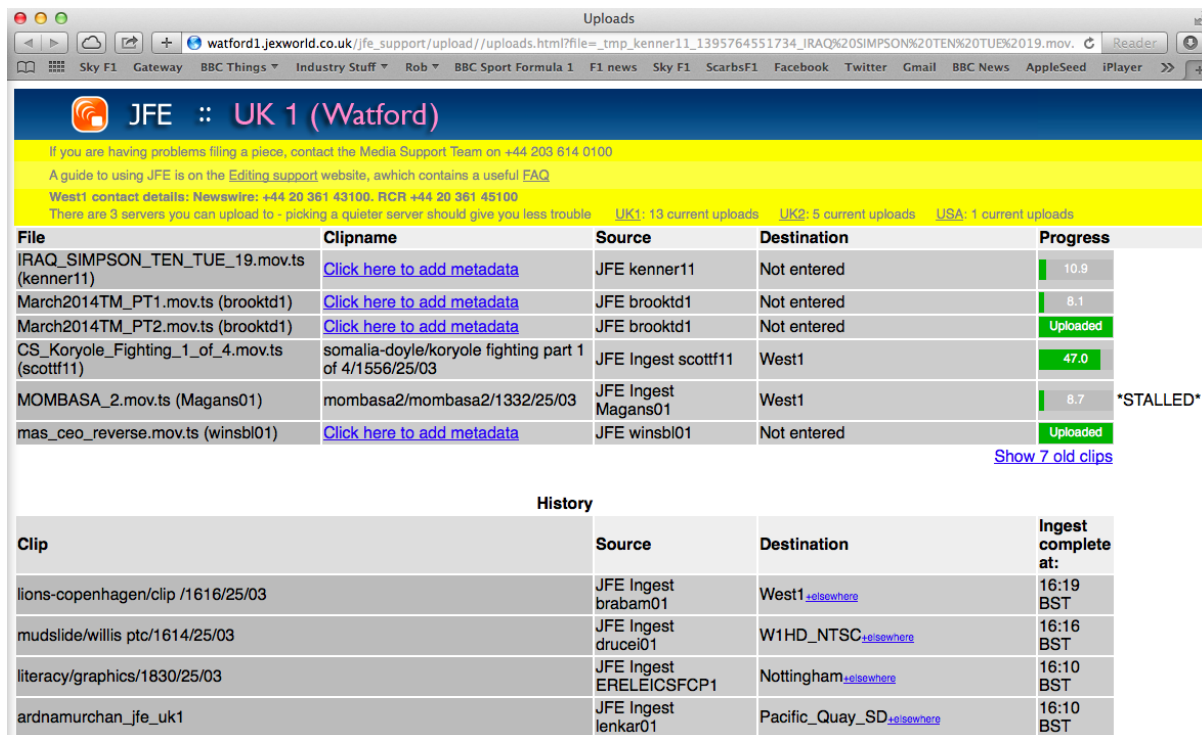
- **Low Quality** is the same as the 4Mb/s 2 pass that was used on Quicklink Store and Forward - it is broadcast quality. It is the option that will send your package quickest.
- **Medium Quality** is the one we mostly use. It is obviously higher quality but will take longer.
- **High Quality** is hardly ever used unless you have no time constraints. It is the one to use if you want material archived.

NOTE: BGAN users should only ever use “Low Quality”. Using any other quality could jepordize your clip making a bulletin.

## Upload

Once you have made your selection click Upload. Your video will upload to the Watford (or Washington) server.

While the clip is uploading to the server, this page will appear.



File	Clipname	Source	Destination	Progress
IRAQ_SIMPSON_TEN_TUE_19.mov.ts (kenner11)	<a href="#">Click here to add metadata</a>	JFE kenner11	Not entered	10.9
March2014TM_PT1.mov.ts (brooktd1)	<a href="#">Click here to add metadata</a>	JFE brooktd1	Not entered	8.1
March2014TM_PT2.mov.ts (brooktd1)	<a href="#">Click here to add metadata</a>	JFE brooktd1	Not entered	Uploaded
CS_Koryole_Fighting_1_of_4.mov.ts (scottf11)	somalia-doyle/koryole fighting part 1 of 4/1556/25/03	JFE Ingest scottf11	West1	47.0
MOMBASA_2.mov.ts (Magans01)	mombasa2/mombasa2/1332/25/03	JFE Ingest Magans01	West1	8.7
mas_ceo_reverse.mov.ts (winsbl01)	<a href="#">Click here to add metadata</a>	JFE winsbl01	Not entered	Uploaded

[Show 7 old clips](#)

Clip	Source	Destination	Ingest complete at:
lions-copenhagen/clip /1616/25/03	JFE Ingest brabam01	West1 <a href="#">elsewhere</a>	16:19 BST
mudslide/willis ptc/1614/25/03	JFE Ingest drucei01	W1HD_NTSC <a href="#">elsewhere</a>	16:16 BST
literacy/graphics/1830/25/03	JFE Ingest ERELEICSF01	Nottingham <a href="#">elsewhere</a>	16:10 BST
ardnamurchan_jfe_uk1	JFE Ingest lenkar01	Pacific_Quay_SD <a href="#">elsewhere</a>	16:10 BST

You must click on the blue link called “Click here to add metadata” next to your clip to register it. If you don’t complete this step the package will stay on the Watford (or Washington) servers, and go nowhere.

Once you have clicked on the link you need to fill in the metadata. First select your destination:



**JFE :: UK 1 (Watford)**

### Please choose a destination for this clip

(Clip is PAL HD)

- National**
  - [West1](#)
  - [Salford](#)
  - [Arabic](#)
  - [Persian](#)
  - [Millbank](#)
- Regions**
  - [Birmingham](#)
  - [Bristol](#)
  - [Cambridge](#)
  - [Hull](#)
  - [Leeds](#)
  - [BBC London](#)
  - [Newcastle](#)
  - [Norwich](#)
  - [Nottingham](#)
  - [Oxford](#)
  - [Plymouth](#)
  - [Southampton](#)
  - [Tunbridge](#)
- Nations**
  - [Pacific Quay](#)
  - [Cardiff](#)

Then fill in the rest of the story details.

The screenshot shows a web form for entering story details. At the top, there are three sections: 'Outlet' with a dropdown menu set to 'News'; 'Status' with radio buttons for 'Finished', 'Package', and 'Rough Cut'; and 'Category' with radio buttons for 'Package' and 'Sequence'. Below these is a title 'Clip: //1239/27/03'. The main form area has four columns: 'Story' with a '+' button, 'Details' with a text input, 'Time' with a value of '1239', and 'Date' with a value of '27/03/2013'. Below this is a 'Description' text area. Further down are fields for 'Reporter', 'Producer', 'Camera', and 'Editor', each with a text input. Below these is a 'Location' text input and a 'Lookup' button. To the right of the 'Location' field is a large blue rectangular placeholder with the 'bing' logo and the text '© 2013 Microsoft Corporation' and '© 2013 iVUEO'. At the bottom left, there is a 'Locations:' label.

**IMPORTANT:** Talk to the duty editor. If you are filing a package, ask the desk what it is called in the running order, and give it the same name.

A “Finished – Package” is a story that is ready for TX.

A “Rough cut – Sequence” is anything else (rushes, a story that needs work, graphics, Vox pops etc)

You **must** remember to fill in the “Copyright holder” information at the bottom of the page. If the story is all BBC News content then you must tell us this. Also tell us of any restrictions to its use (e.g. do not reuse without permission from Fred Bloggs on x 12345) and what the overall traffic light should be (Green = All BBC, OK to use, no restrictions :: Amber = mixed – check :: Red = Do not use).

This is important so that other outlets within the BBC (e.g. Global News) know whether or not they can reuse your footage. If you have mixed rights then use the “Additional Rights” button to add the timecode ranges of the different rights owners. All of this information gets passed into Jupiter and stays with the clip throughout its life.

The screenshot shows a form titled 'Copyright Holder'. It has a text input field containing 'BBC News' and a '+' button to its right. Below this is a section for 'Restrictions' with three colored circles: a red circle with 'R', an orange circle with 'A', and a green circle with 'G'. Below these is a text input field containing 'No restrictions'. At the bottom left, there is a section for 'Additional Rights (add)' with a blue link. At the bottom right, there is a 'Destination' dropdown menu set to 'West1'. At the very bottom, there are three buttons: 'Help', 'Publish Clip', and 'Cancel'.

Then finally click Publish Clip:

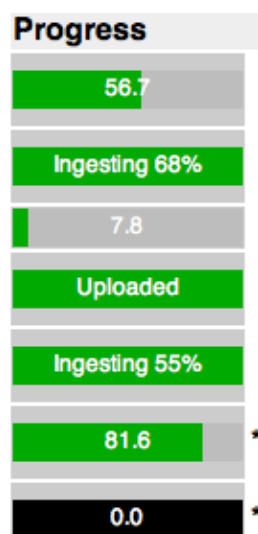
Your package will begin to ingest into Jupiter:

JFE :: UK 1 (Watford)				
If you are having problems filing a piece, contact the Media Support Team on +44 208 576 9777 (TVC) +44 203 614 0100 (West 1)				
A guide to using JFE is on the <a href="#">Editing support</a> website, which contains a useful <a href="#">FAQ</a>				
West1 contact details: Newswire: +44 20 361 43100, RCR +44 20 361 45100				
There are 3 servers you can upload to - picking a quieter server should give you less trouble UK1: 20 current uploads UK2: 11 current uploads USA: 0 current uploads				
File	Clipname	Source	Destination	Progress
fuel1330.mov.ts (murphp46)	PETROL/MURPHY_LUNCH/1235/27/03	JFE Ingest murphp46	Hull	55.7
test_video.mov.ts (simp10)	test/test/1239/27/03	JFE Ingest simp10	West1	Ingesting 68%
GOVERNORS_OATH_fido.mov.ts (lalih01)	governorsoath/governorsoath/1234/27/03	JFE Ingest lalih01	West1	7.8
Bangla_Volence_Gv.ts (anbare01)	bangla-hartal/newrushes/anbarasan/1229/27/03	JFE Ingest anbare01	West1	66.9
SUE_CAMPBELL_IV.mov.ts (speedr02)	SP/CAMPBELL/INTERVIEW/1204/27/03	JFE Ingest speedr02	Salford	Ingesting 54%
Digging_Cut.mov.ts (oneild86)	CAIRO/MAQBOOL DIGGING LONG OD/0916/27/03	JFE Ingest oneild86	West1	81.6 *STALLED*
URDU_FATA_IDP_Orakzai_27_13.mov.ts (solanb10)	<a href="#">Click here to add metadata</a>	JFE solanb10	Not entered	0.0 *STALLED*

[Show 13 old clips](#)

History			
Clip	Source	Destination	Ingest complete at:
fuel1330.mov.ts	JFE murphp46		Upload Cancelled at 12:35 BST
CAIRO/DIGGING OD/1218/27/03	JFE Ingest oneild86	West1 <a href="#">elsewhere</a>	12:23 BST
Marcus_Test.mov.ts	JFE eresomac20	<a href="#">elsewhere</a>	Ingest Cancelled

If this does not happen and your material has “Stalled” in the Watford/Washington server, call the Media Support team on +44 20 361 40100 and they will help you. They can manually playout the files to Jupiter if they need to.



If all is well, you can check on the progress of your package by looking at the progress bar on the right of the screen

You will know that your clip is in Jupiter when it has dropped down the page into the History section.

History			
Clip	Source	Destination	Ingest complete at:
test/test/1239/27/03	JFE Ingest simp10	West1 <a href="#">+elsewhere</a>	12:43 BST
fuel1330.mov.ts	JFE murphp46		Upload Cancelled at 12:35 BST
CAIRO/DIGGING OD/1218/27/03	JFE Ingest oneild86	West1 <a href="#">+elsewhere</a>	12:23 BST
Marcus_Test.mov.ts	JFE erasomac20	<a href="#">+elsewhere</a>	Ingest Cancelled

## Tip

Remember that there are 3 servers you can upload to - picking a quieter server should give you less trouble.

See how busy the servers are by looking at the top of the Uploads page here:

<http://watford1.jexworld.co.uk/upload/uploads.html>

UK1: 13 current uploads   UK2: 4 current uploads   USA: 0 current uploads			
Source	Destination	Progress	
		<div></div>	

## Upload Server Addresses

There are 3 servers you can upload to. You can view their status here:

UK1 - <http://watford1.jexworld.co.uk/upload/uploads.html>

UK2 - <http://watford2.jexworld.co.uk/upload/uploads.html>

USA - <http://4.30.97.163/upload/>