

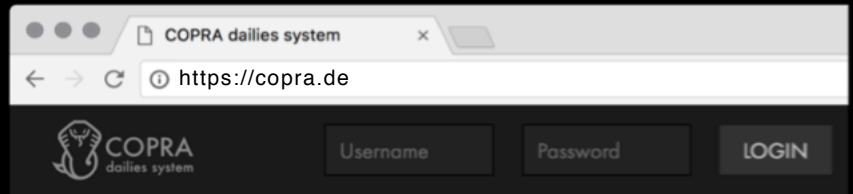
HOW TO USE



COPRA SUPERVISOR

To access COPRA4 WEB CMS you will need your unique username and password.

1. Visit copra.de

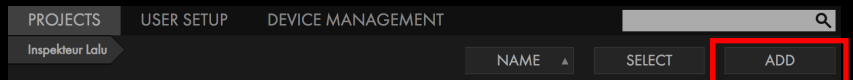


2. Enter your login details

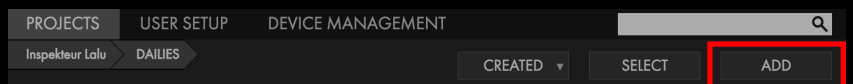
3. Choose your project under PROJECTS



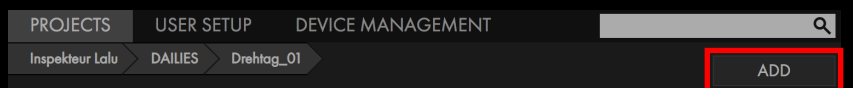
4. Create a new task with ADD



5. Create a new reel with ADD



6. Upload new Clips with ADD
(or upload them together with an ALE-/ COPRA-XML for extended metadata support)



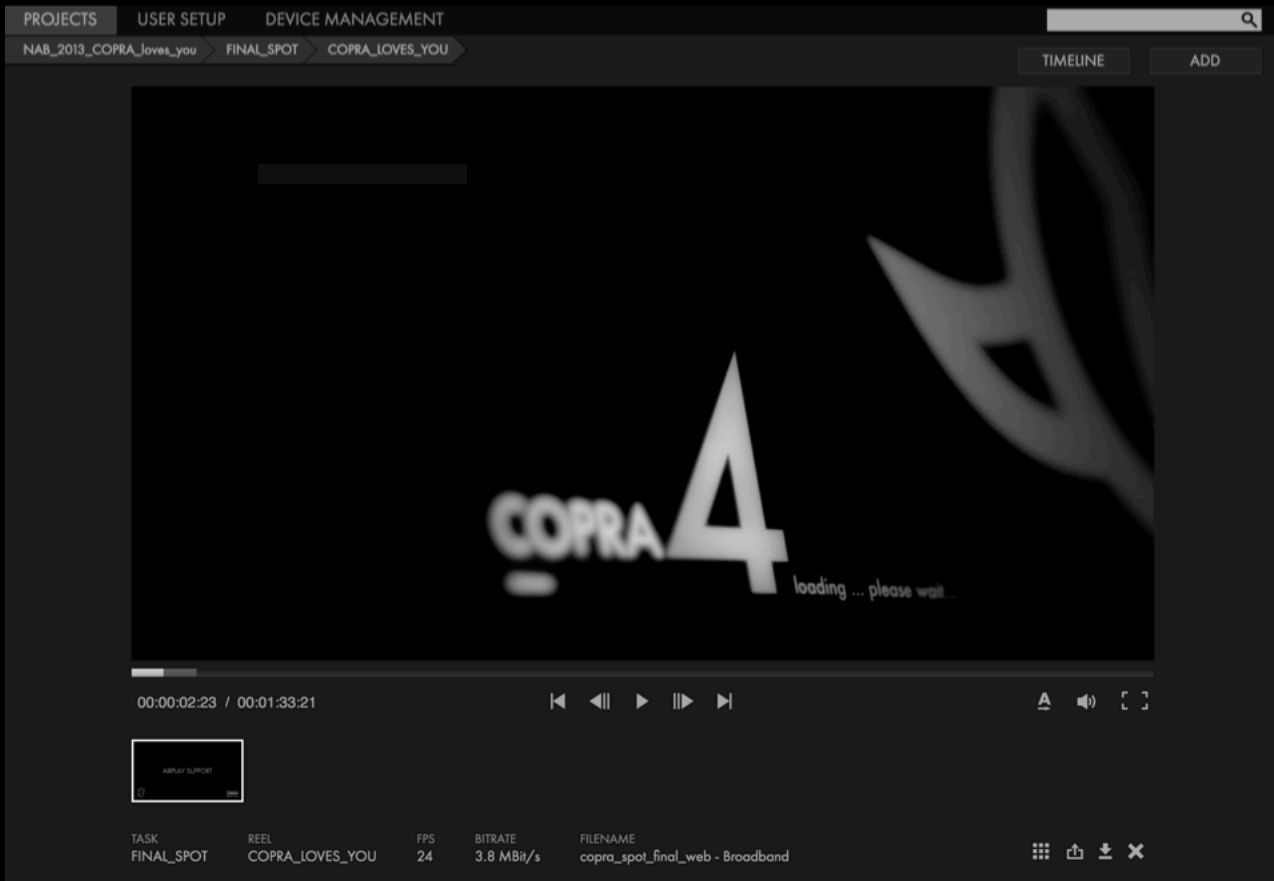
Drag and drop your files anywhere on this page or...

ADD FILES...

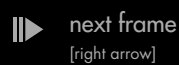
CANCEL UPLOAD



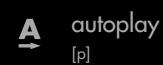
7. Click on the desired shooting day and your dailies will appear as below



tags



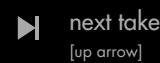
next frame
[right arrow]



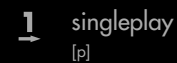
autoplay
[p]



notes



next take
[up arrow]



singleplay
[p]



QC reports



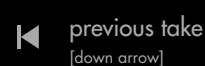
previous frame
[left arrow]



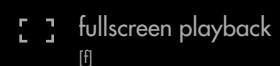
loop
[p]



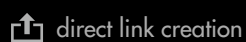
download clip



previous take
[down arrow]



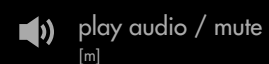
fullscreen playback
[f]



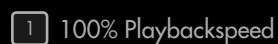
direct link creation



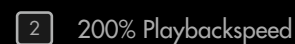
play / pause
[space]



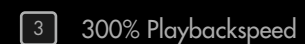
play audio / mute
[m]



100% Playbackspeed



200% Playbackspeed



300% Playbackspeed



50% Playbackspeed



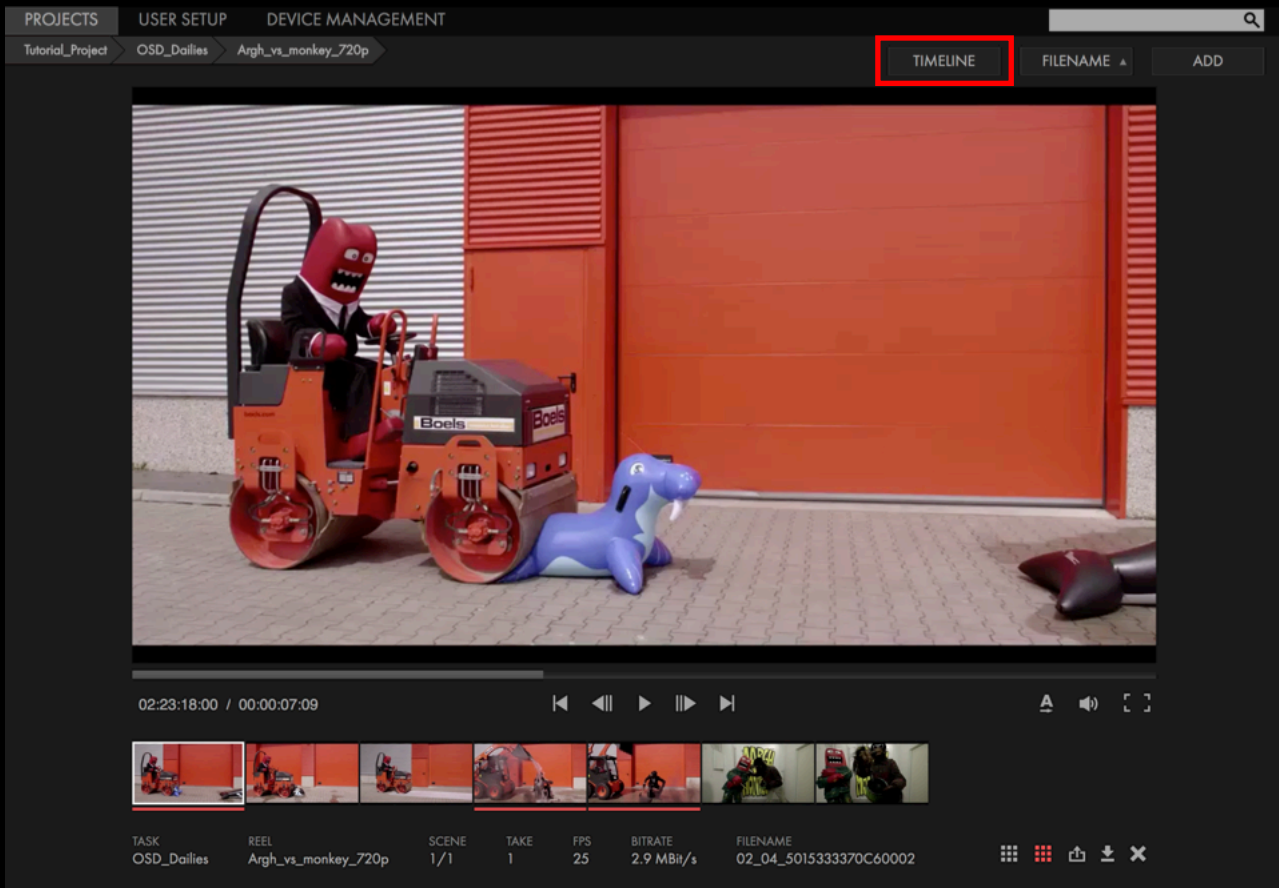
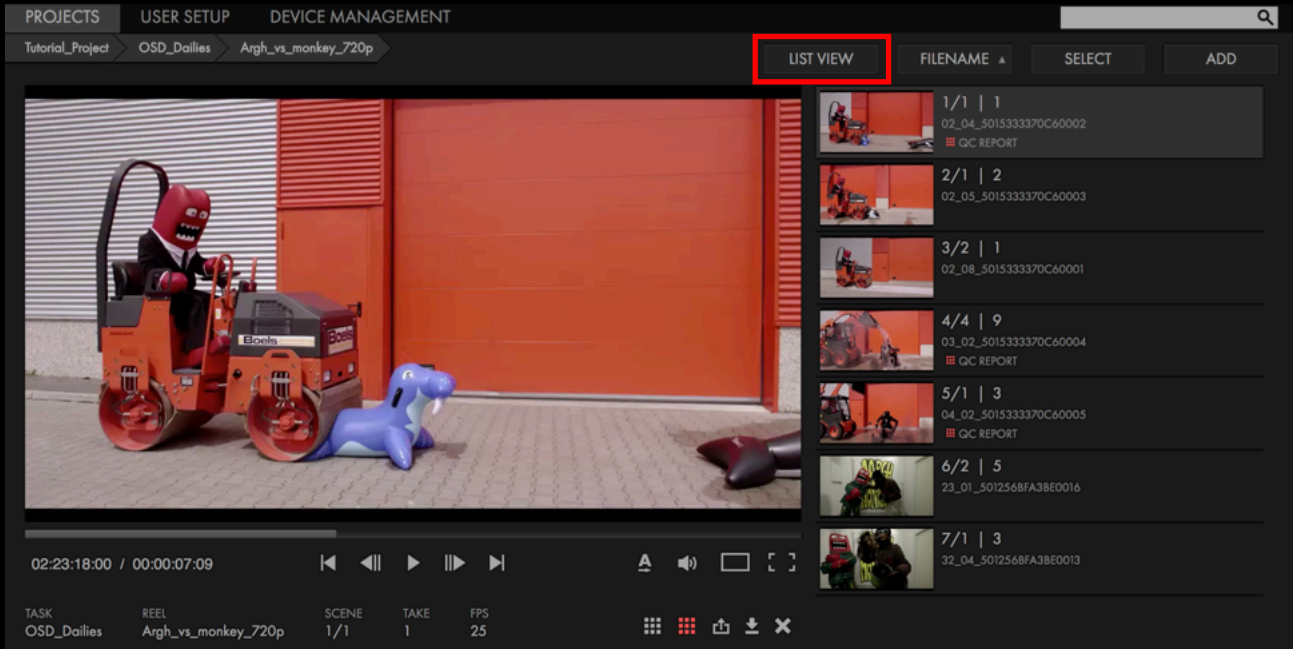
25% Playbackspeed

HOW TO USE



COPRA SUPERVISOR

8. Tap on the **TIMELINE / LIST VIEW** button to switch between different display modes





9. Adding new users

Click USER SETUP, then ADD (upper right) to manage or create new users

Username *

Group *

Password *

Changeable by user

Firstname *

Lastname *

Email

Phone

* This field is required.



10. User permissions can be managed individually.

ASSIGNED TASKS
ASSIGN +

ivar_4k_test
4k
§ ×

Edit Permissions

| | | | | |
|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|
| EDIT | DELETE | DOWNLOAD | WATERMARK | APP CLIP CACHE |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| COMMENT | QC NOTE | CONTENT SHARING | SET TAGS | MANAGE TAGGROUPS |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| GET DOCUMENTS | | | | |
| <input type="checkbox"/> | | | | |

UPDATE
CANCEL

Edit:

Allow editing of reel names

Delete:

Give the permissions to delete tasks, reels, clips

Download:

The user is able to download single clips or complete reels

Watermark:

Enables watermarking. Content and position can be defined in the project settings (leave empty to automatically display the users first- and last name).

App Clip Cache:

Allow downloading of footage for offline viewing on iOS devices

**Comment:**

Enables notes / annotations on iPad and the possibility to share them with the team

QC Note:

See quality check remarks

Content Sharing:

create a direct link (footage can then be accessed from outside COPRA)

Set Tags:

User is allowed to to set tags

Manage Tag Groups:

Edit & create groups of tags

Get Documents:

Enables document sharing