


bob
box of broadcasts



Use the menu below to find out how to use the Box of Broadcasts

U S E R S ' G U I D E

1	Box of Broadcasts - An Overview
2	Registering your Account
3	Recording a programme
4	MyBoB
5	Creating Clips
6	Searching the Archive
7	Updating Metadata
	Download the user guide as a pdf

0	Home
1	Box of Broadcasts - An Overview
2	Registering your Account
3	Recording a programme
4	MyBoB
5	Creating Clips
6	Searching the Archive
7	Updating Metadata
	Download the user guide as a pdf

bob
box of broadcasts



U S E R S ' G U I D E

Box of Broadcasts - An Overview


BoB is an off-air recording and media archive service. BoB is available to [BUFVC](#) members holding an ERA+ license. This scheduling service allows your University staff and students to record programmes which will be broadcast over the next seven days as well as retrieving programmes from the last seven days of recorded channels.

The requestor will receive the programme after broadcast as a FLV file they can watch in a web page – in the same way as iplayer. BoB National stores the recorded TV and Radio programmes in the archive and are held indefinitely for all users to enjoy. The archive currently offers thousands of TV and radio programmes covering all genres and that number is set to rise as more and more universities join BoB.

BoB national offers all the great features traditionally associated with the BoB enterprise solution; users can record programmes, watch programmes from the archive, create clips, search for programmes coming up in the next seven days by title or keyword, compile their favourite shows into playlists and share with others.

Accessing the system is easy, users sign up for an account with their university email address and they instantly receive a password which grants them access to the service. They can later change the password in their MyBoB account. That's all they will need in future to gain access to the schedule recordings and access thousands of programmes and playlists.

BoB National is a collaboration between [Cambridge Imaging Systems](#) and the [BUFVC](#) (who coincidentally first coined the term 'BoB' – Box of broadcasts when the first system was commissioned back in 2000). Bournemouth University's '[Centre of Excellence for Media Practice](#)' have also brought their expertise to the development of BoB and have been instrumental as a source of ideas and development.

0	Home
1	Box of Broadcasts - An Overview
2	Registering your Account
3	Recording a programme
4	MyBoB
5	Creating Clips
6	Searching the Archive
7	Updating Metadata
	Download the user guide as a pdf

bob
box of broadcasts

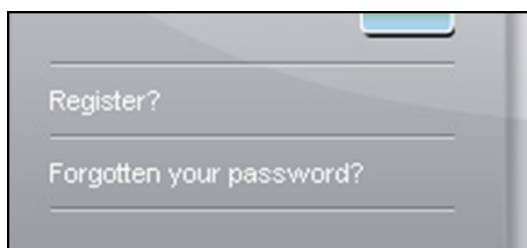


U S E R S ' G U I D E

Registering your Account

To be eligible to use BoB you must have an active email account with your university. The email address you submit to be used as a username needs to end in the standard email address for your university – eg: joe.bloggs@bournemouth.ac.uk

1. To create your BoB account, click the 'register?' link on the home page.



2. On the registration page enter the first part of your University email address – the domain part will already be filled in for you . Then press the 'register' button.

Register for BoB access

New username:

3. You will be sent an email to this account. The email will ask you to follow a link to validate the account. Click the link in your email or cut and paste into the address bar of your web browser. You will be taken to a page which will ask you for a password. The email you were sent also contains the password – enter it now to activate your account. You will be able to change your password later by going to the 'MyBoB' page and changing it there in the Preferences section.

Register for BoB access

New account created.


Thanks. You will shortly receive an account activation e-mail.

4. Your account is now ready to use. Each time you visit BoB you will need to Log in with your username (email) and password.

Log-in to BoB

Username:

Password:

0	Home
1	Box of Broadcasts - An Overview
2	Registering your Account
3	Recording a programme
4	MyBoB
5	Creating Clips
6	Searching the Archive
7	Updating Metadata
	Download the user guide as a pdf



Recording a Programme

There are two ways to find a TV or radio programme to record – you can either perform a search for a keyword or programme title in a google style search box, or look through a 7 day programme guide to find the programme you want.

Searching for a programme by keyword or title

1. On any page click the 'Record a programme' link in the left hand menu bar or the blue 'record' button in the top right hand corner.



2. You will be taken to a page where you can search for your programme by title (eg: Panorama) or by a keyword (eg: Politics)

The search box is at the top of the page above the calendars.



3. When you click the search button you will be given a hitlist of programmes.

Search the Calendar

Results for "politics"

Page 1 2 3 Collapse results

Results 1 to 10 of 24

Mortified
08:05:00 to 08:30:00, 02/09/2008 on BBC TWO
CBBC. Bigger than Vegas: Hector secretly nominates Taylor for school captain, unwittingly igniting her passion for politics. It's a two horse race as Taylor...

Beyond Westminster
11:00:00 to 11:30:00, 13/09/2008 on BBC Radio 4
Series looking at politics beyond and outside the Westminster parliament.

The Record Europe
10:05:00 to 10:30:00, 13/09/2008 on BBC Parliament
An in-depth look at the politics of Europe presented by Shiri Wheeler.

The hitlist displayed shows programmes which are due to be broadcast in the next seven days. The results are based on programmes where the title or keyword you have searched for appears either in the Electronic Programme Guide provided by Broadcasters.

4. Click on any of the blue 'Record this programme' thumbnails if you want to record the programme.
5. At the day and time of broadcast your programme will be recorded and shortly after transmission has finished it will be made available in your MyBoB account. It will also be made available to all other users by searching in the programme archive.
6. BoB keeps a rolling buffer of TV and Radio from the last seven days from the following channels:

BBC 1, BBC 2, BBC 3, BBC 4

ITV 1, Channel 4, Channel 5

News 24, Parliament

Radio 3, Radio 4, Five Live

If one of the programmes in your hitlist features in the 7 day buffer, you can retrieve it by clicking the icon:



The programme will not be available immediately – it needs to be converted from the original broadcast format (MPEG-2 Transport Stream) into a format which can be played in your web browser (Flash Video or MP3 for audio). At best it can take approximately the duration of the programme before the video or audio file is made available to you – so a programme that's an hour long can take an hour to convert. At worst if many people are requesting programmes from the archive then your programme may be submitted to a queue and it may be several hours before your programme is ready. Your programme will be made available in MyBoB when it is ready to view.

Searching for a programme by looking through the programme guide.

1. On any page click the 'Record a programme' link in the left hand menu bar or the blue 'record' button in the top right hand corner.



2. You will be taken to a page which provides you with a calendar for the next seven days:

	12AM	3AM	6AM	9AM	12PM	3PM	6PM	9PM
12th Sep	NIGHT		MORNING		MIDDAY	NOW	EVENING	
13th Sep	NIGHT		MORNING		MIDDAY		EVENING	
14th Sep	NIGHT		MORNING		MIDDAY		EVENING	
15th Sep	NIGHT		MORNING		MIDDAY		EVENING	
16th Sep	NIGHT		MORNING		MIDDAY		EVENING	
17th Sep	NIGHT		MORNING		MIDDAY		EVENING	
18th Sep	NIGHT		MORNING		MIDDAY		EVENING	
19th Sep	NIGHT		MORNING		MIDDAY		EVENING	

Click on one of the cells to choose a date and time period in the TV and radio schedules.

You will see a programme guide where the available channels are listed down the left hand side and the time of broadcasts are available across the top. You can use the left and right arrows to go backwards and forwards through days and times in the programme guide. For more information about a programme hover over the title and you will be shown a description.




3. If you want to record one of the programmes click the programme title and you will launch a pop up panel giving full programme description. Simply click

the 'Record this show' button and BoB will tune to the correct channel at the point of broadcast and record the show for you.



It will then automatically convert the show into a format which can be played back in your web browser (flash video and mp3 for audio). It may take a while to process the files ready for playback – anything from the original duration of the programme (half an hour for example) to eight hours if the system has to cope with many other requests for programmes at the same time. If your programme has failed to be made available after 24 hours please contact your administrator.

4. You can access your show by visiting your 'MyBoB' page. Your programme will also be made available to all other users as part of the BoB archive. This means that other users can search, find and playback the same programme too.

0	Home
1	Box of Broadcasts - An Overview
2	Registering your Account
3	Recording a programme
4	MyBoB
5	Creating Clips
6	Searching the Archive
7	Updating Metadata
	Download the user guide as a pdf



MyBoB

MyBoB is the area for your user account where you can access and manage your recordings.

1. Simply click the MyBoB link on the left or the top right hand button to access 'MyBoB'.



When you log into MyBoB you will see the following features.



3. My Programmes

This is a list of the recordings you have requested. When the programmes are yet to be recorded sometime in the future they will show up with the clock icon. When they are ready to view they show up as a solid blue bar. When the bar is greyed out it means that programme has been removed from the archive. This may happen when the archive grows too big and occasionally has to be reduced in size by deleting some programmes. You will be warned about the times when programmes are liable to be deleted and you will get the option to 'save' your programmes so they are not deleted from the archive.

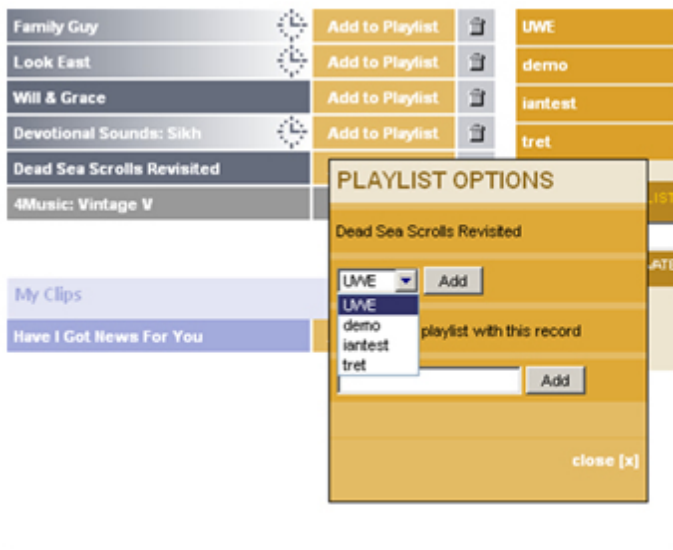
4. My Clips

BoB gives you the opportunity to mark out specific parts of a programme with the clipping feature (see [Creating Clips](#)). For instance you might want to mark out a three minute section which appears in an hour long programme – perhaps to be used to make a specific point in a lecture – this way you don't need to

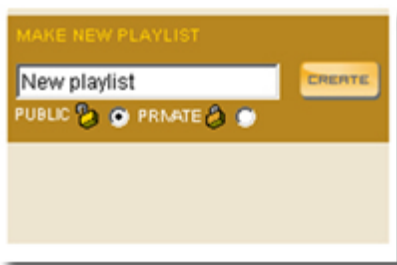
keep trying to find the specific section each time you show it. The MyClips list keeps track of the clips you've produced.

5. My Playlists

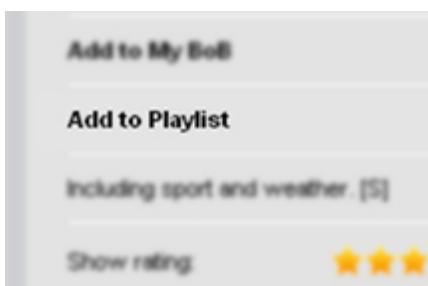
Playlists are used to collect and manage a number of related programmes. They might be related by programme title (all belong to the same series), or be related by topic (Politics etc), or simple are your favourites. It's entirely up to you how you manage your playlists. You can add programmes and clips to your playlists by clicking on the 'Add to playlist link' at the side of the programme or clip. This will give you a pop up menu asking which playlist you would to put the programme in – or you can create a new playlist.




Playlists can be Public or Private. By default they are set to 'Private' when they are created. If a playlist is set to 'Private' then no one else will be able to access the list. If the playlist is set to Public, other users will be able to search for and view the list, but they won't be able to alter it. Public playlists can be extremely useful to other users and represent a valuable resource - so sharing is encouraged.



6. You can also add to playlists from pages where you are watching programmes:



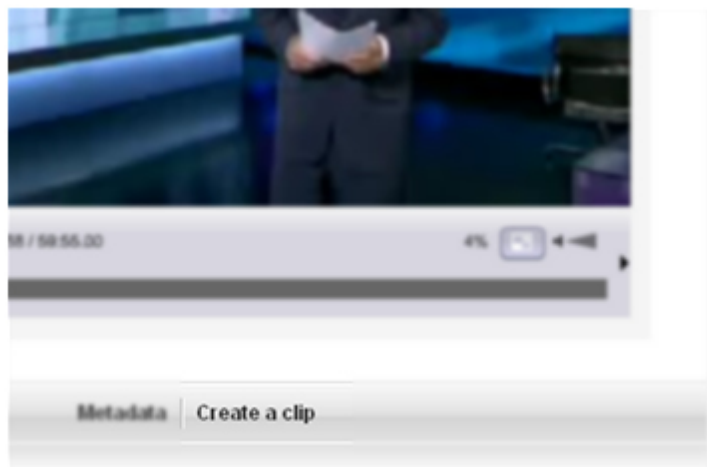
0	Home
1	Box of Broadcasts - An Overview
2	Registering your Account
3	Recording a programme
4	MyBoB
5	Creating Clips
6	Searching the Archive
7	Updating Metadata
	Download the user guide as a pdf



Creating Clips

You can create clips from longer programmes. This can be useful if you intend to refer to the same 30 seconds over and over again in tutorials for project work for example. Here's how you create a clip.

1. After you have found a programme, click the 'Create a clip' link beneath the player:



2. You will be presented with some new controls in the player



These controls will allow you to create in and out points for your edit and also select a preview frame – the preview frame is the first image that yourself and other users will see when they come across the clip in a search. Eg you might choose a picture of Jon Snow presenting the news if you are creating a clip

about current affairs. The picture of Jon Snow would then show up as the thumbnail in search results and as the first image in the clip before it starts playing.

You can also make clips in full screen mode:



3. To create a new clip click the 'New Clip' button.



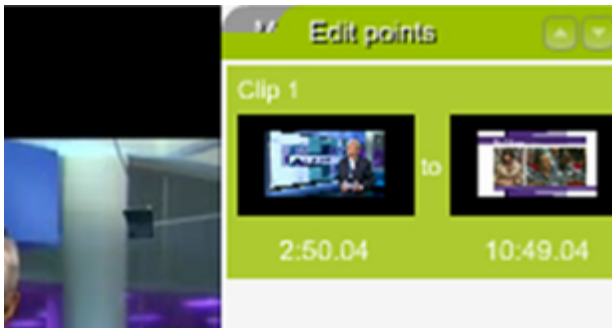
4. This will place a new control on the time line



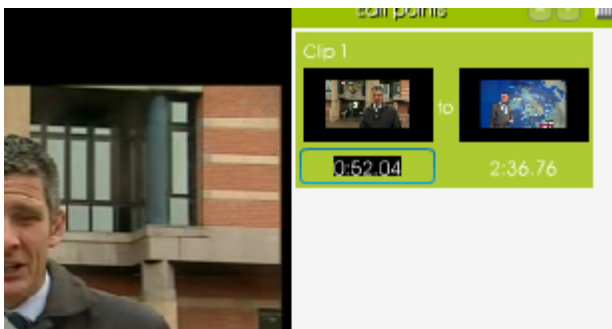
You can now drag the green handles left and right to mark the start and end points of your clip. You will see the clip represented as a green area on the time line:



and you will also see a thumbnail for the inpoint and outpoint: You can make the playback head jump to the start or end point of your clip by clicking on the thumbnail.



You can also manually edit the timecode for the in and outpoint by typing in a timecode underneath the thumbnails:



Congratulations you have just provided the in and outpoints for your first clip!

5. You're now ready to set your frame which will be the still image that everyone sees when they search for an item and see the results as thumbnails and also before they start playing the clip. Drag the playback head (the white vertical line on the timeline) or use the player controls to find an image which best sums up the content. You will need to have the player in pause mode while you do this. Once you've found the right image, click the 'Frame' button



You will see that your chosen image is shown in the right hand column:



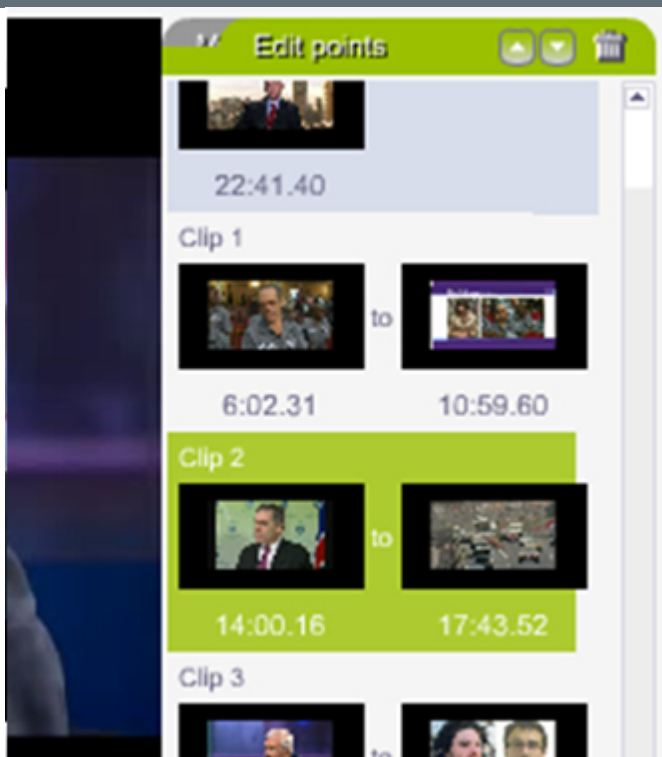
NB – if you don't select a preview frame, BoB will simply use the existing preview frame which was created for the master file.

6. If you don't like any of the clips or preview frame you've made you can click the trash can icon and start again:



– or just move your start and end handles around until you're happy.

7. You can create more than one clip at a time – simply repeat the above process until you have marked all your areas of interest. You can also alter the order that they will be viewed when finished by moving the clips up and down the order list with the arrow buttons.




8. At this point if you're happy with your clip's start and end points and the preview frame you've chosen then you can simply click the submit clip button.

EDL:	Frame at 7:42.40 Clip from 1:51.64 to 3:06.52 Clip from 4:32.20 to 5:20.56 Clip from 7:04.92 to 9:07.84
	<input type="button" value="Submit clip"/>

The EDL (Edit Decision List) information above the button provides a summary of your edits.

When you click the submit clip button, BoB makes a new database record and marks the record as a clip record. The metadata will be exactly the same as the original although you will be able to modify the metadata record if you wish - see modifying the metadata record.

The clip will also show up in your clip list in your MyBoB account.

0	Home
1	Box of Broadcasts - An Overview
2	Registering your Account
3	Recording a programme
4	MyBoB
5	Creating Clips
6	Searching the Archive
7	Updating Metadata
	Download the user guide as a pdf

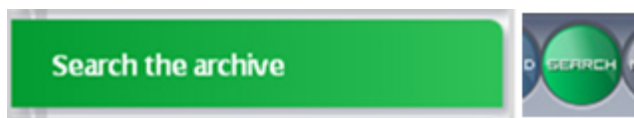


Searching the Archive

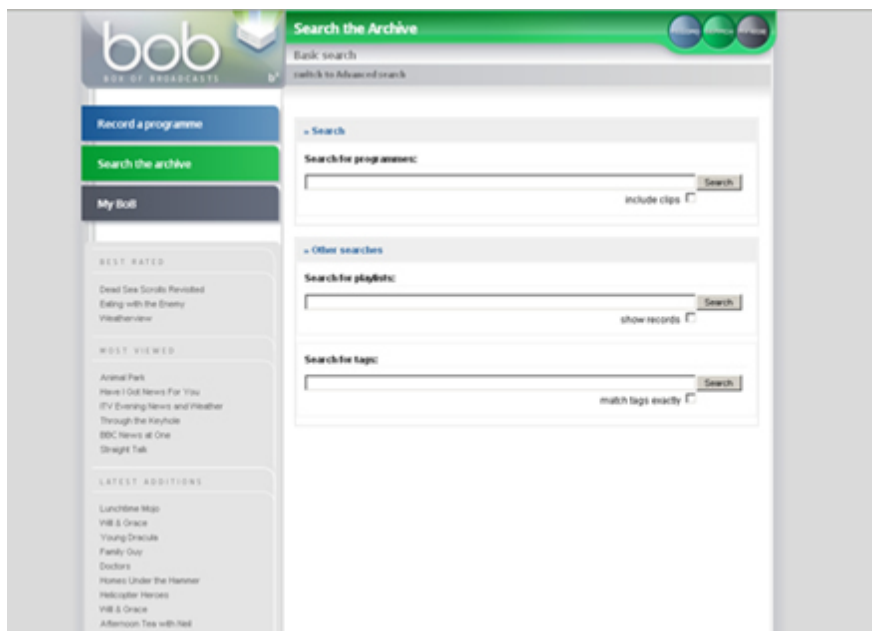
You can search for programmes which other users have recorded; see other peoples clips and share their playlists.

Searching for Programmes and Clips

1. To search the archive for programmes and clips, click on the 'Search the archive' link, or click the 'search button' – top right of your screen.



2. You will then be taken to the search page.



Here you can search for programmes or clips (don't forget to tick the 'include clips' box if you want to see clips in your search results.)



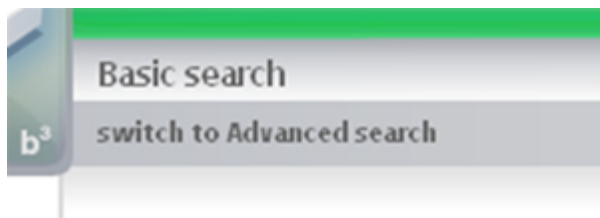
Search for programmes:

include clips

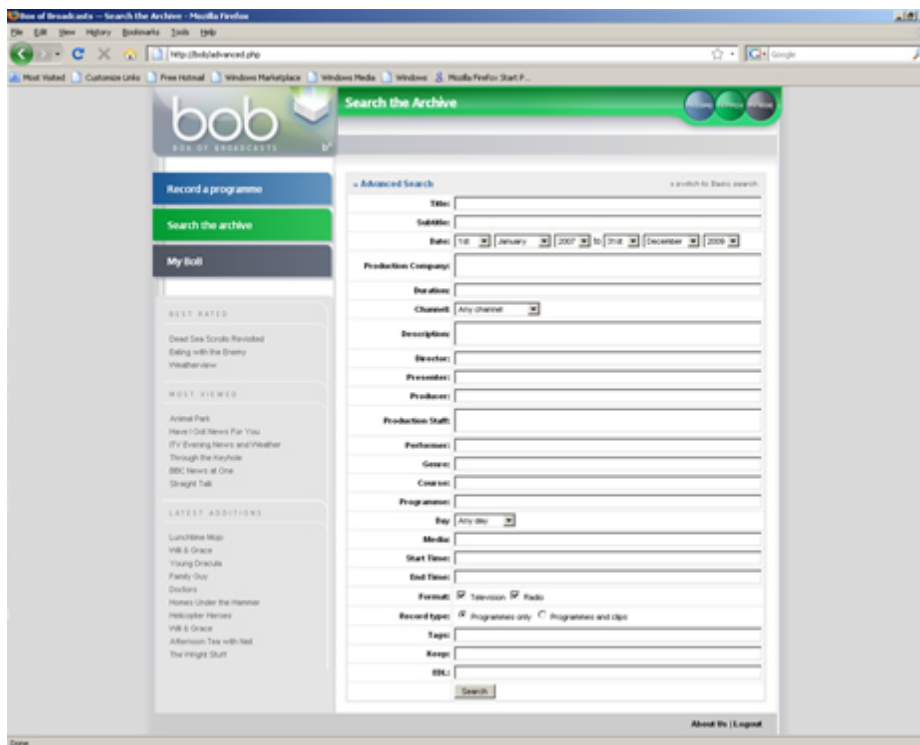
Search

Simply enter the name of the programme you're interested in or part of the title from that programme eg 'Boosh'. Alternatively you can enter keywords if you're interested in a programme about a particular subject – eg cooking, architecture, sport. If the word you use to search with is part of the programme description originally used by the broadcasters then these programmes will come up in your hitlist.

2. An advanced search is also available when searching for programmes and clips. Click the 'switch to Advanced Search link'



Here you can be more specific about the programme you are looking for.



Advanced Search

switch to Basic search

Title:

Subtitle:

Date: 1st January 2007 to 31st December 2009

Production Company:

Channel: Any channel

Description:

Director:

Presenter:

Producer:

Production Staff:

Performer:

Genre:

Country:

Programme:

By: Any one

Media:

Start Time:

End Time:

Format: Television Radio

Record type: Programmes only Programmes and clips

Tags:

Keywords:

URL:

Search

For example by entering your search criteria in the various fields you can look for News programmes on Channel Four which were broadcast on the 21st June 2008. Bear in mind that the original EPG (Electronic Programme Guide) data for a programme usually contains just the channel, time, date and description data. Other fields can be used by broadcasters but rarely are. However the metadata record for each programme can be updated manually – see Updating Metadata.

Searching for Playlists

Other users may have already compiled some great playlists on the topic you're interested in or have collected together a series of the programme you're looking for. You can search through the publically available playlists by entering a programme name or topic name (although there's no guarantee that the owner of the playlist has named their playlist anything sensible!).

» Other searches

Search for playlists:

show records

Searching for items by Tag name

Tags can be applied to programmes or clips so that they can describe items in terms outside the range of descriptive data used by broadcasters, and the system itself. This means you can tag your items as 'Cool' or 'groovy' or give them a genre title 'sci-fi' or 'satire'. With tagging - the classification of programmes, clips and music is entirely up to you.


You can add tags on the page where you view the programme itself:

The screenshot shows a web browser window with the URL `http://bobprogramme.php?tagcode=105&tag=satire&is=123y=0`. The page displays a video player with a man's face. A modal window titled 'Tags' is overlaid on the page, showing 'satire (1)' and an 'Add Tags' section with a text input containing 'satire' and a 'SUBMIT' button. The browser's address bar and navigation buttons are visible at the top.

You can search for Tags in the search page:

Search for tags:

match tags exactly

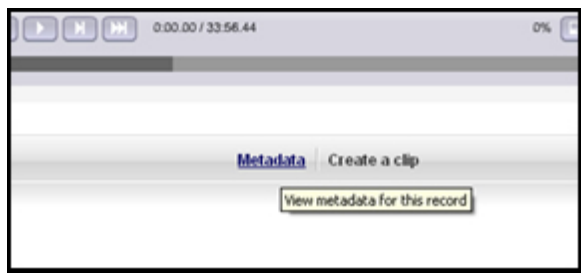
0	Home
1	Box of Broadcasts - An Overview
2	Registering your Account
3	Recording a programme
4	MyBoB
5	Creating Clips
6	Searching the Archive
7	Updating Metadata
	Download the user guide as a pdf



Updating Metadata

BoB users can enrich the basic metadata which is already associated with a programme or clip. This can make the item easier to find. To update a record:

1. Select a programme from the archive.
2. Beneath the programme playback area choose the 'Metadata' link.

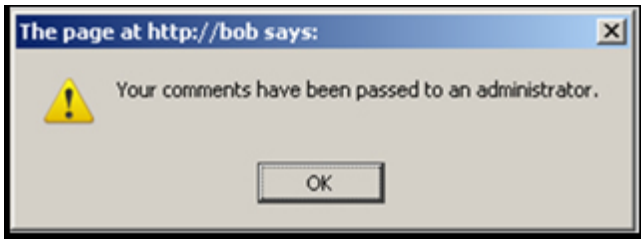


3. The Metadata for this record will be shown – you are now able to edit the record – enter additional information (Such as the name of the Director or Producer), or correct erroneous information.

Date:	09/06/2008
Time:	21:57:00
Production Company:	
Channel:	BBC TWO
Description:	Ian Hislop and Paul Merton are joined by panellists Ian McMillan and Kate Silverton, and guest host Jeremy Clarkson for the satirical news quiz. [S]
Director:	
Presenter:	
Producer:	
Production Staff:	
Performer:	
Genre:	
Format:	<input checked="" type="radio"/> Television <input type="radio"/> Radio
Tags:	
Keep:	CIS_KEEP_NO
<input type="button" value="Update"/>	

4. Click the Update button.

5. You will be given a message:



An administrator will now check that the update is worthy of inclusion and will submit the entry. If the entry is spurious or defamatory, the record will not be updated.